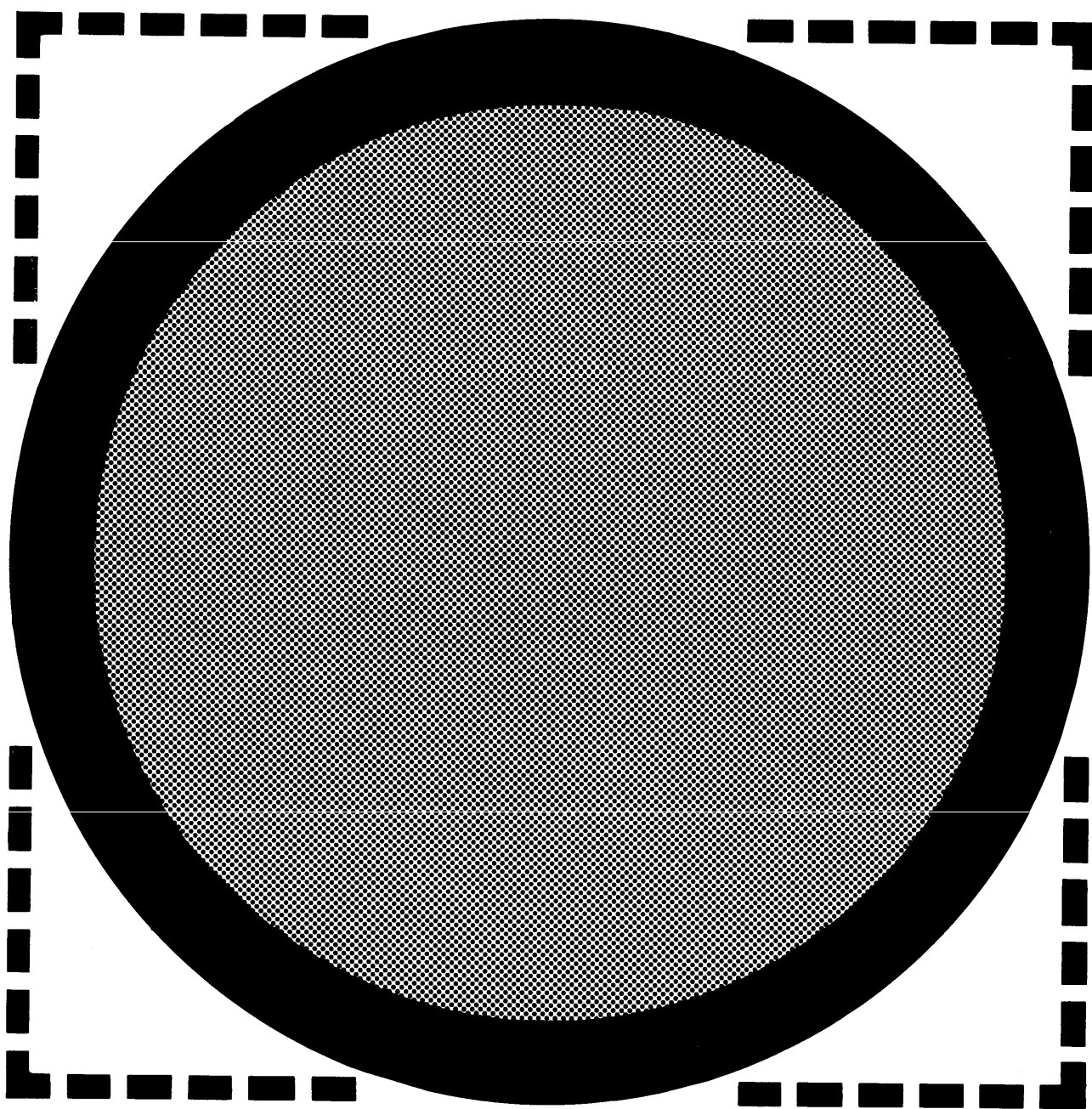# Signage

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CHANGE

No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 29 *August 1986*

Signage

Changes have been made to update referenced publications, and to revise bibliography entries and figures 3-74, 3-78, and 4-20.

TM 5-807-10, December 1983, is changed as follows:

1. New or changed material is indicated by a vertical bar.

2. Remove old pages and insert new pages as indicated below:

Remove Pages	*Insert Pages*
1–1	1–1
2–11 and 2–12	2–11 and 2–
3–65 through 3–72	3–65 through 3–
4–19 and 4–20	4–19 and 4–
A–1 and A–2	A–1 and A–
E–1	E–1
F–1	F–1

3. File this transmittal sheet in front of the publication for reference purposes.

The proponent agency of this manual is the Office of the Chief of Engineers, United States Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAEN-ECE-A), WASH DC 20314-1000.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

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To be distributed in accordance with DA Form 12–34, requirements for TM 5-807-10: Signage.

Technical Manual

No. 5-807-10

SIGNAGE

LIST OF FIGURES

Figure   *Page*

LIST OF TABLES

CHAPTER 1
GENERAL

1-1. Purpose and scope. This manual prescribes criteria and furnishes guidelines for a uniform signage system applicable to Army installations. Criteria may be waived by approval from HQDA(DAEN-ECE-A), WASH DC 20314, in areas where specific architectural styling or historic precedence dictate specialized application. Traffic control signage is governed by *Manual on Uniform Traffic Control Devices, Standard High way Signs, and Standard Alphabets for High way Signs and Pavement Markings,* published by the Federal Highway Administration; and *Traffic Engineering for Better Signs and Markings,* Pamphlet 55-14, published by the Military Traffic Management command. Signage for Army Medical Health Facilities is governed by criteria in TM $838-2. Handicapped signage is governed by criteria in DoD Manual 4270.1–M (see app E).

1-2. Intended user. Intended users of this manual are the architects, designers, and installation personnel responsible for new construction, additions to existing construction, and upgrades requiring signage.

1-3. Classification of signs. Five categories of signs comprise the system as follows:

a. Identification. Identification signs name the areas within the installation or facility, major tenants, facilities, and organizational or functional units.

b. Guide. Guide signs locate destinations and route travel within an installation. Signage appears at critical points where decisions are necessary for movement to a destination.

c. *Mandatory/Prohibitory.* Mandatory/prohibitory signs restrict, warn, and advise. Included in this type are warning, safety, specialized parking, and handicapped access signs.

d. Motivation. Motivation signs promote morale. Included in this type are organizational emblems, mottos, awards, safety campaigns, and special events.

e. *Informstion.* Information signs educate and inform. Included in this type are orientation maps, exhibit signs, and directories.

1-4. Implementation process. The first step is to gather the data necessary to determine the required signage. Essential documents are the site of floor plans, applicable regulations and technical manuals, *Manual on Uniform Traffic Control Devices, Standard High way Signs.* MTMC Pamphlet 55-14, and this manual. Preliminary message requirements should be determined using data collection techniques, such as interviews, questionnaires, or observations. Collected information should be thoroughly analyzed with the objective of reducing the number of signs to an *absolute minimum.* When the minimum signage requirement is established, exact sign types should be determined for each sign. Using the location and placement guidelines for the appropriate sign type, a master plan and sign schedule should be prepared locating and specifying all signs. Finally, fabrication and installation should be completed based on the master plan and sign schedule.

a. New facility signage. Signage should be designed and coordinated with new facility construction. Generally, data collection cannot be completed prior to the completion of design development. Sign locations must be verified with completed construction documents or in the field.

b. Existing facility signage. It is usually not economical to replace all facility signage at once. After a facility master plan has been developed, new signs and replacement of worn out signs should be implemented. When a significant portion of facility signs are within the signage system, it is practical to replace remaining signs all at once or in phases by sign type.

1-5. Exceptions. In areas where signage guidelines are waived for reasons of historic preservation or architectural styling, signs may be modified to achieve comparability, such as changing materials or using a serif typeface. In cases where typefaces other than helvetica medium or helvetica regular are used, corresponding spacing charts are required. Any modifications, as in the case of all signage systems, should be applied uniformly and consistently.

CHAPTER 2
GRAPHIC GUIDELINES

2-1. Typography. Two typefaces are used in the signage system: helvetica medium and helvetica regular (with the exception of traffic control signs which follow guidelines in *Standard Alphabets for Highway Signs and Pavement Markings* published by the Federal Highway Administration). Since typefaces are not completely standardized in the printing and signage industries, any typeface being considered must be visually matched with examples shown in figures 2– 1 and 2-2 and in appendixes C and D).

a. Helvetica medium. Helvetica medium, as shown in figure 2-1, is the primary system typeface and is used for major information on all signs.

b. Helvetica regular. Helvetica regular, as shown in figure 2-2, is used for secondary information on signs and for translations of foreign languages using reman characters. Helvetica regular is never used in a situation requiring arrows.

c. Letter spacing. Applications of letters should be

ABCDEFGHIJKLM
NOPQRSTUVVVXYZ
abcdefghijklmno
pqrstuvwxyz
1234567890
&$-.,’ () / ←

Figure 2-1. Helvetica medium typeface.

proportionately spaced to maintain visually equal spacing and alignment. Mechanically equal spacing will not be used.

(1) *Letter spacing standards.* Letter spacing standards should be followed for both helvetica medium and helvetica regular typefaces. These standards are based on a unit system. Each unit is equivalent to 1/50th of the capital letter height. The spacing chart shown in figure 2-3 shows how many spacing units are required between characters. To illustrate, the first character is selected from the left column on the chart and the following letter from the top row. The number of spacing units appears at the intersection of the selected column and row; thus, the letter "A" followed by the letter "i" required three spacing units measured from the widest point of each letter. Insert 20 units between words and 6 units before a punctuation mark (. ,:: '). Insert zero units before and after a slash (/). The above letter spacing standards should be utilized to prepare a master sign as a reference for visual spacing. An example of correct letter spacing is shown in figure 2-4. Follow the grid drawing accompanying each sign illustration for correct placement of arrows.

(2) *Tile system.* Adhesive-backed vinyl die-cut letters supplied on proportionately sized paperboard tiles are an alternative letter spacing method. Figure 2-5 illustrates this spacing method. These tiles are notched to assure vertical alignment. Tiles are applied to the sign face following the grids in this manual. The tiles are placed next to each other, lining up the alignment notches with the grid lines drawn on the sign face. Tile systems allow installation personnel to prepare profes-

ABCDEFGHIJKLM

NOPQRSTUVWXYZ

abcdefghijklmno

pqrstuvwxyz

1234567890

&-.,'() / ˜ ´ ` ¨

Figure 2-2. *Helvetica regular typeface.*

sional quality signs with minimal training. Since letters are available individually, any message can be prepared as required, provided that an inventory of character tiles is maintained.

(3) *Prespaced system.* Adhesive-backed vinyl die-cut letters, prespaced and aligned on a transparent carrier sheet, are another alternative letter spacing method. Messages are applied to the sign face, following the grids in this manual, by adhering one continuous line of type aligned with grid lines drawn on the sign face. This

allows installation personnel to prepare professional quality signs quickly with minimal training. No inventory is required; however, lead time is necessary for manufacturers to prepare ordered messages.

d. Standard arrows. All guide and informational signage intended for pedestrian use, either exterior or interior, must use the arrow shown in figure 2-6. Arrow proportions are given in units equivalent to 1/50th of the capital letter height of the message with which the arrow is used.

	vwxy	ftz	acdeg oqs	mnpru	bhijkl
T	−3	1	−1	0	4
AKVWY	−1	0	1	2	3
F	0	1	2	3	4
XZ	1	2	3	4	5
CLP	1	2	3	5	5
DOQS	2	3	5	6	7
BEGR	3	5	6	7	8
HIJMNU	4	5	6	8	8
kvwxy	0	1	2	3	4
rz	1	2	3	5	5
cft	2	3	4	5	6
beops	2	3	5	6	7
ahmnu	3	5	6	7	7
dgijlq	4	5	7	8	8

	147	2	3	0	5689
0	4	5	5	6	7
1	6	7	7	8	8
7	2	3	3	4	5
24	3	3	4	5	5
38	5	6	7	7	8
569	5	5	6	7	7

	AX	BDEFHI KLMNPR	CGOQS	JU	TY	VW	Z
1	5	6	3	5	5	5	6
2	5	6	3	5	0	0	6
4	0	6	3	5	−2	−3	3
7	7	6	3	−2	6	5	3
356890	−2	5	2	2	−3	−1	5

Figure 2-3. Letter spacing standards.

2-2. Sign layout. Sign layout is determined by a sign grid as illustrated in figure 2–7. The grid is based on a proportional relationship of the capital letter height or "cap height" used on each sign. Exact measurements are specified on the sign grid for placement of messages. The size of the sign is based on a proportional relationship of cap heights using modular increments of 6 inches as specified for each grid.

a. Margins. Margins are proportional to the maximum cap height used on each sign. Four-inch margins are used for a 6-inch cap height. Three-inch margins are used for 4- and 3-inch cap heights. The bottom margin is equal to the maximum cap height.

b. Line spacing. Use one cap height space between consecutive messages. Use one cap height space of the preceding message between consecutive messages having different cap heights. Use one-half cap height space between consecutive lines of a message requiring two or more lines.

c. Line length. Maximum character counts are based on an average character width of 35 spacing units for helvetica medium and 30 spacing units for helvetica regular. The average character count includes letters, spaces between words, and punctuation marks.

d. Layout guidelines.
(1) Good judgement is the key to deciding where the lines should break in a sign message. Single ideas or names should appear on the same line as follows:

Figure 2–4. Correct letter spacing.

Figure 2–5. Example of the tile system for letter spacing.

(a) Headquarters
   Fort McPherson
(b) not ,
   Headquarters Fort
   McPherson

   (2) Names should be spelled out in full whenever possible, unless otherwise specified in the authorized unit name, as follows:
(a) 4th Infantry Division
(b) 4th Battalion 61st ADA
If abbreviations are required, they must be in accordance with AR 310-50.

   (3) Numbers should be used for the titles of military units except corps, which are designated by Roman numerals, and armies, which are spelled out in accordance with AR 340-15, as follows:

(a) Eighth US Army
(b) 56th Artillery Brigade
(4) Line breaks should be balanced, as follows:
(a) Material   Development
   and Readiness Command
(b) Engineering Plans/
   Real Property
(c) United   States
   Post Office
(d) Authorized

(e) Training and Doctrine
   Command
   e. Correct and incorrect sign layout. Examples of correct layout and several incorrect layouts are shown in figure 2-8.

64

64 **10**

12

45°

50= Capital Letter Height

16

Figure 2-6. *Pedestrian   arrow.*

Width in 6″ increments

Height
in 6″
increments

Headquarters

United States
Army Command

654

Typical sign

3/4 Cap   3/4 Cap

3/4 Cap   Maximum Number of Characters   3/4 Cap Min.

2 3/4 Cap

3/4 Cap
1 Cap
1 Cap
1 Cap

3 Cap
Max

1/2 Cap
1 Cap
1/2 Cap
1 Cap

1 Cap
Min.

1 Cap

1 Cap

Headquarters Helvetica Regular

United States Helvetica Medium

Army Command Helvetica Medium

654 Helvetica Regular

Typical sign grid

Figure 2-7. Typical sign grid.

Headquarters

27th Field Artillery
4th Infantry Division

922

Correct layout

Headquarters

27th Field Artillery
4th Infantry Division

922

Incorrect use of
Helvetica Medium and
Regular typeface

Headquarters

27th Field Artillery
4th Infantry Division

922

Incorrect omission
of color and placement
of unit name

27th Field Artillery
4th Infantry Division

922

Headquarters

Incorrect line
sequence and letter
spacing

Headquarters

27th Field Artillery
4th Infantry Division

922

Incorrect type style
Helvetica Condensed

Figure 2-8. Correct and incorrect sign layouts.

2-3. Color. Standard colors for Army signage are listed in tables 2-1 and 2-2. Colors for military emblems must be in accordance with The Institute of Heraldry, US Army, HQDA(DAAG-HDZ-A), Cameron Station, 5010 Duke Street, Alexandria, Virginia 22314, whose specifications utilize colors from the Standard color card of America, The Color Association of the United States, Inc. Branch colors are listed in table 2-2 in accordance with AR 670-1. Standard colors developed for the Federal Highway Administration are utilized on guide and mandatory/prohibitory signs. Colors for safety signs are in accordance with AR 385-30. Paints, inks, and reflective sheeting materials used in the production of signs must match the above standard colors.

Table 2-1. Standard Colors

General	Color	Federal Standard 595a	PMS*
Military	Standard Brown	Semi-gloss 20059	476
Community	Standard Blue	Semi-gloss 25102	301
Mandatory/ prohibitory	International Blue	Gloss 15180	300
Guide/information	Standard Green	Semi-gloss 24108	357
Mandatory/ prohibitory	Standard Red	Semi-gloss 21105	187
	Standard Black	Semi-gloss 27038	Process Black
	Standard White	Semi-gloss 27875	White
	Standard Tan	Semi-gloss 20372	451

*PMS—Pantone Matching System

Table 2-2. Branch Colors

Branch	Color	Cable Number
Adjutant General Corps	Dark blue/scarlet	65012/65006
Air Defense Artillery	Scarlet	65006
Armor	Yellow	65002
Army Medical Specialist Corps	Maroon/white	65017/65005
Army Nurse Corps	Maroon/white	65017/65005
Branch Immaterial	Teal blue/white	70147/65005
Cavalry	Yellow	65002
Chaplains	Black	65018
Chemical Corps	Cobalt blue/golden yellow	65011/65001
Civil Affairs, USAR	Purple/white	65009/65005
Corps of Engineers	Scarlet/white	65006/65005
Dental Corps	Maroon/white	65017/65005
Field Artillery	Scarlet	65006
Finance Corps	Silver gray/golden yellow	65008/65001
General Staff	No color assigned	
Infantry	Light blue	65014
Inspector General	Dark blue/light blue	65012/65014
Judge Advocate General	Dark blue/white	65012/65005
Medical Corps	Maroon/white	65017/65005
Medical Service Corps	Maroon/white	65017/65005
Military Intelligence	Oriental blue/silver gray	70209/65008
Military Police Corps	Green/yellow	65007/65002
National Guard Bureau	Dark blue	65012
Ordnance Corps	Crimson/yellow	65013/65002
Quartermaster Corps	Buff	65015
Signal Corps	Orange/white	65004/65005
Staff Specialist, USAR	Green	65007
Sgt. Maj. of the US Army	No color assigned	
Transportation Corps	Brick red/golden yellow	65020/65001
Veterinary Corps	Maroon/white	65017/65005
Warrant Officers	Brown	65016

Toilets, Women

Toilets, Men

Toilets

Nursery

Telephone

Mail

Information

Cashier

Coat Check

Baggage

Baggage Lockers

Air Transportation

Taxi

Bus

Ground Transportation

Rail Transportation

Handicapped

First Aid

Drinking Fountain

Waiting Room

Department of Transportation DOT-OS-40192

Figure 2-9. Service symbols.

Coffee Shop   Restaurant

Department of Transportation DOT-OS-40192

Bar   Shops

Figure 2-10. Concession symbols.

Smoking   Parking   Fire Extinguisher   No Entry

No Smoking   No Parking   No Dogs

Department of Transportation DOT-OS-40192

Figure 2-11. Regulation mandatory/prohibitory symbols.

Horse Trail Stables

National Park Service

Picnic Area

Campground

Boating Marina

Figure 2–12.   Sample of National Park Service symbols.

Baseball

Basketball

Bowling

Golf

Shooting

Swimming

Tennis

Weight Lifting

Olympic Games, Munich 1972

Figure 2–13.   Sample of Olympic Games symbols.

2-4. Military emblems.

a. Department of the Army Plaque. The plaque is displayed on base identification signs to emphasize the heritage and professionalism of the United States Army. The design of the plaque must be in accordance with AR 840–1, and it must appear in full color.

b. Unit emblems. Military units may use their branch insignia, shoulder sleeve insignia, coats of arms, or distinctive unit insignia on their headquarters signs as described in chapter 3. In addition, insignias, coats of arms, and unit mottos may be used on motivational signs to symbolize the honor and prestige of a military unit. Military emblems must appear in full color.

2-5. Pictographs. In addition to standard symbols in the *Manual on Uniform Traffic Control Devices,* the symbols described here are for use on Army exterior and interior signs. The symbol background border must be square with

rounded edges and the line weight of the border must be consistent for all symbols.

a. Service symbols. The service symbols shown in figure 2–9 were developed for the Department of Transportation (DOT) for use in transportation-related facilities. The pictograph should be black against a white background, with the following exceptions:

(1) Accessibility *for the handicapped.* When used for traffic control, this symbol must follow standards in the *Manual on Uniform Traffic Control Devices.* Accessibility for the handicapped symbols should be used in accordance with DoD Manual 4720. 1–M, with additional identification and directional signage as required. The symbol is composed of two elements, a white wheelchair figure (which should always face right) on a square background, international (safety) blue in color (Federal Standard 595a, color #15180). In areas serving the visually handicapped, the symbol, letters, and

numbers should be raised or indented 1/16 inch with letters or numbers 2 to 3 inches in height.

(2) *First Aid.* Red cross on a white background.

b. Concession symbols. The symbols for concession services are shown in figure 2–10. The pictograph should be black on a white background.

c. Mandatory/prohibitory symbols. Symbols for mandatory/prohibitory signage illustrated in figure 2–11 were developed to regulate safety instruction and pedestrian traffic. The symbols are not intended for traffic control, with the exception of "Parking" and "No Parking." The pictograph color standards are as follows:

(1) *Fire extinguisher.* Red pictograph on a white background.

(2) *No entry.* Red pictograph on a white background.

(3) Smoking. Black pictograph on a white background.

(4) *No smoking.* Black pictograph with red circle and slash overlay on a white background.

(5) *Parking.* Green "P" on a white background.

(6) *Reserved parking.* Black "P" on a white background.

(7) *No parking.* Black "P" with red circle and slash on a white background.

(8) *No dogs.* Black pictograph with red circle and slash overlay on a white background.

d. Sports and recreation symbols. The recommended sports and recreation symbols are illustrated in figure 2–12. These symbols were developed for the National Park Service (see bibliography). The pictograph should be black on a white background.

e. Olympic Games symbols. Sports symbols developed for the 1972 Olympic Games are presented in figure 2–13 and should be used for those activities not covered by the National Park Service symbols. The pictograph should be black on a white background.

CHAPTER 3
EXTERIOR SIGNS

3-1. Master plan. In order to assure that all installation signage communicates clearly in an efficient and systematic way, it is strongly recommended that an installation sign master plan be prepared. This plan should show the location and content of every proposed exterior identification, guide, mandatory/prohibitory, and informational sign on the installation. The plan consists of two parts, the sign location plan and the sign schedule.

a. Sign location plan. The sign location plan should be prepared using a current site plan of the installation showing all structures and other major features. An ex-

ample of a sign location plan is given in figure 3-1. To prepare a sign location plan, determine the message content, sign type, and preliminary location of each required sign using guidelines in this manual. Field verify the preliminary locations, and if necessary, modify the locations to accommodate existing conditions. Assign and record a sequential number for each sign on the sign location plan.

b. Sign schedule. After preparation of the sign location plan, a sign schedule should be prepared indicating all signs required or proposed using the assigned location numbers. Figure 3-2 is an example of a sign

Figure 3-1. Example of a sign location plan.

schedule based on the location plan (fig 3-l). This schedule should include the sign number, building number (if appropriate), exact message, sign type and structural drawing. To provide a basis for an effective maintenance program, include the location, date of erection and purpose (if appropriate), exact message, sign type and structural drawing. To provide a basis for an effective maintenance program, include the location, date of erection and purpose (if appropriate) of each sign in the schedule. The date of erection should be permanently affixed to the back of each sign.

3-2. System organization. The system is comprised of a logical progression of sign types which guide travel to activities or facilities through orientation to major routes within the installation and identification of each destination. The basic sequence consists of -

    —Identification of the installation.
    —Notification of security enforced on the installation.
    —Identification of the major units stationed at the installation.
    —Orientation to the site.
    —Direction to destinations via street names and addresses.
    —Identification of destinations.

This progression of signs is supplemented as required by informational, motivational, and mandatory/prohibitory signage. Consistent and widely understood nomenclature must be used on all signs to avoid confusion. Color is used on sign backgrounds to aid identification of military facilities (brown) and community facilities (blue).

3-3. Installation identification signs. Installation identification signs name the installation and display the official US Army plaque. When used service-wide, these signs convey a uniform image of military strength and stability to the public. Emblems, branch colors, unit mottos, names or titles of individuals are not recommended. Installation identification signs consist of three types:

    —Sign type Al, main entrance sign, identifies the principal visitor entrance.
    —Sign type A2, secondary entrance sign, identifies entry points with relatively high volumes of visitor traffic.
    —Sign type A3, limited access entry gate sign, identifies entry points with limited public access.

Graphics appear on two sides of the signs unless they are to be viewed by incoming traffic only or when they are placed parallel to the road. A concrete or masonry base is recommended consistent with the predominant ar-

Sign Schedule

Sign Number	Bldg. Number	Message	Sign Type	Drwg. Number	Remarks	Date of Erection	Location	Purpose
29	1152	Library 1152	D3	A6	Grid 2	3/01/83	Weston Ave.	
30	1152	Visitor Parking	G5	A9		3/01/82	Library	
31	1153	Engineering Plans Real Property 1153	C4	A5		4/07/83	Specker Ave.	
32	1152	Visitor Parking	G5	A9		4/07/83	Library	
33	1156	United States Post Office	D3	A6	Grid 1	3/04/83	Flint Ave	
34	1157	No Parking	G	--	MUTCD	2/10/80	Specker Ave.	Limited ROW
35	1159	Continuing Education Center	D4	A7	Grid 1	4/07/83	Specker Ave.	
36	1157	Commissary 1157	D3	A6	Grid 2	6/02/83	Specker Ave.	
37	1159	Service Federal Credit Union	D4	A7	Grid 2	5/22/83	Specker Ave.	

Figure 3-2. Example of a sign schedule.

chitectural style of the installation. When use of a concrete or masonry. base would be a traffic hazard, breakaway or yielding sign supports should be used as shown in appendix A. An overview of these signs is shown in figure 3-3. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

a. Main entrance. Type Al signs are used to identify the principal visitor entrance as illustrated in figure 3-4. The sign face must show the following information only: "United States Army," the installation name, the gate name or number, and the US Army plaque in full color. No unit name, unit mottos, or names and titles of individuals appear on Type Al signs. The designation "United States Army" must appear at the top of the sign in accordance with AR 420-70. Place the US Army plaque to the left of the name of the installation. If the name of the installation is over 21 characters, the width of the sign may be increased in 6-inch increments to accommodate the name on one line of copy.

(1) *Colors.* White letters and numbers on standard brown background; full-color plaque,

(2) *Sign grid specifications.*

(a) *Dimensions.* 5ft.-0 in. H x 12ft.-0in. W.

Figure 3-3. Installation identification sign.

12'0"

United States Army

Fort Sam Houston

Main Gate

5'0"

2'0"

Figure 3-4. Exterior identification sign type A1—main entrance.

1'0"   2'0"   6"   8'6"

9"

United States Army _____   9"
                                      6" Cap
                                      6"
Fort Sam Houston _____   7" Cap

2'0"

1'8"

2'3"

Main Gate _____   6" Cap
                                      6"

Figure 3-5. Exterior identification sign type A1 — main entrance sign grid.

(b) Message. "United States Army"—upper and lower case helvetica medium, 6-inch capital letter height, flush left. Installation name—upper and lower case helvetica medium, 7-inch capital letter height, flush left. Average line length-21 characters per line.

(c) Gate name or number. Upper and lower case helvetica medium, 6-inch capital letter height, flush left.

(d) Plaque. Official United States Army Plaque; 2ft-0in. diameter.

(3) *Sign grid* Figure 3-5.

b. Secondary entrance. Type A2 signs are used to identify entrances which receive high volumes of visitor traffic in addition to the main gate. An example of a secondary entrance sign is shown in figure 3-6. Secondary entrance signs display the same information as main gate entrance signs, but the overall size is smaller. Design guidelines that apply to the sign face of the main entrance sign also apply to the secondary entrance sign,

Figure 3-6. Exterior identification sign type A2 — secondary entrance.

Figure 3-7. Exterior identification sign type A2 — secondary entrance sign grid.

If the name of the installation is over 21 characters, the width of the sign may be increased in 6-inch increments to accommodate the name on one line of copy.

(1) *Colors.* White letters and numbers on standard brown background; full-color plaque.

(2) *Sign grid specifications.*

(a) Dimensions. 4ft-0in. H x 10 ft-0in. W.

(b) Message. "United States Army," upper and lower case helvetica medium, 4-inch capital letter height, flush left. Installation name, upper and lower case helvetica medium, 6-inch capital letter height, flush left, Average line length—21 characters per line.

(c) Gate number. Upper and lower case helvetica medium, 4-inch capital letter height, flush left.

(d) Plaque. Official United States Army Plaque, 1ft-6in. diameter.

(3) *Sign grid.* Figure 3-7.

c. Limited gate access. Type A3 signs are used to identify secondary entrances which are used primarily by installation personnel and not by visitors. An example of this type of sign is illustrated in figure 3-8. Roads used primarily by installation personnel do not require major identification signs such as types Al and A2. In situations where the entry gate is located a long distance from the entrance, type A3 maybe used in combination with type Al or A2 to repeat the installation name. In restricted areas type A3 is used in conjunction with mandatory/prohibitory signs discussed in paragraph 3-9. If the name of the installation is over 15 characters, the capital letter height may be reduced using one inch increments to accommodate the name on one line of copy (fig 3-9, expanded sign grid.).

(1) *Colors.* White letters and numbers on standard brown background.

Figure 3-8. Exterior identification sign type A3 — limited gate access.

(2) *Sign grid specifications.*
(a) *Dimensions.* 1ft-6in. H x 4ft-0in. W.

(b) *Message.* Installation name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—15 characters per line.

(c) *Gate number.* Upper and lower case helvetica medium, 4-inch capital letter height, flush left. Copy— 1/2 cap height from the message line above. Average line length-15 characters per line.

(3) *Expanded sign grid specifications.*
(a) *Dimensions.* lft-6in. H x 4ft-in. W.

(b) *Message.* Installation name, upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—22 characters per line.

(c) *Gate number.* Upper and lower case helvetica medium, 3-inch capital letter, flush left. Copy— 1/2 cap

height from the message line above. Average line length—22 characters per line.

(4) *Sign grids.* Figure 3-9.

3-4. Military headquarters identification signs.

Military headquarters identification signs are separated into four categories and sizes to distinguish the different levels of unit authority. The sign face carries the unit name and insignia, emblem, or branch color as appropriate. Unit mottos or names and titles of individuals are not recommended. Military headquarters identification signs consist of four types:

—Sign type B1, installation headquarters sign, identifies the central administration of the installation.

—Sign type B2, command, division, and brigade headquarters sign.

—Sign type B3, battalion headquarters sign.

Fort McPherson
Gate 5

Sign grid, 1'6" H x 4'0" W sign panel

Ft. Leavenworth
Gate 2

Expanded sign grid, 1'6" H x 4'0" W sign panel

Figure 3-9. Exterior identification sign type A3 — limited gate access sign grid.

3-7

8'0"

3'6"

3'6"

Type B1

6'0"

3'6"

3'6"

Type B2

5'0"

3'6"

3'6"

Type B3

5'0"

2'0"

1'6"

3'6"

Type B4, with plaque

Figure 3-1C. Military headquarters identification signs.

— Sign type B4, headquarters building entrance sign, identifies the building entrance for all levels of authority. In addition, type B4 is used to identify a unit headquarters that has a special entry point other than the main entrance of a building.

Graphics appear on both sides of these signs, since they are placed perpendicular to the road and can be viewed by traffic moving in both directions with the exception of type B4 sign which is wall-mounted. An overview of these signs is shown in figure 3-10. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

a. Installation headquarters. Type B 1 signs are used to identify the headquarters facilities of each installation as delineated in figure 3-11. When the headquarters of a command or division level organization is located in the same facility as the installation headquarters, the unit name is placed below the installation name. In addition, the authorized insignia of the command or division level unit is located to the left of the unit name.

(1) Colors. White letters and numbers on standard brown background; full-color insignia.

(2) *Sign grid specifications.*
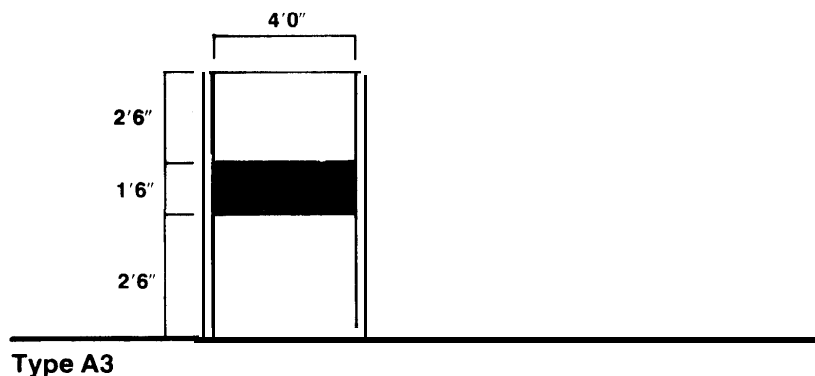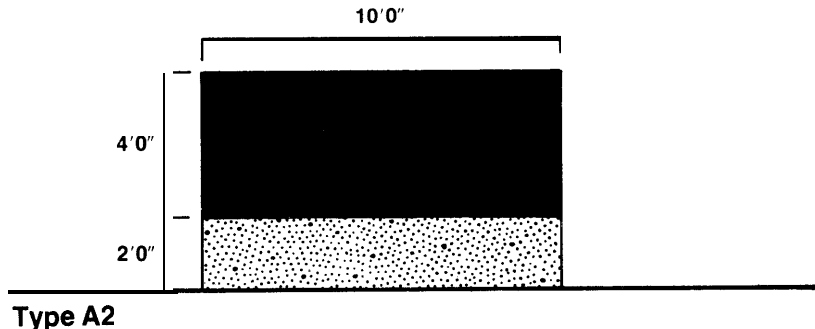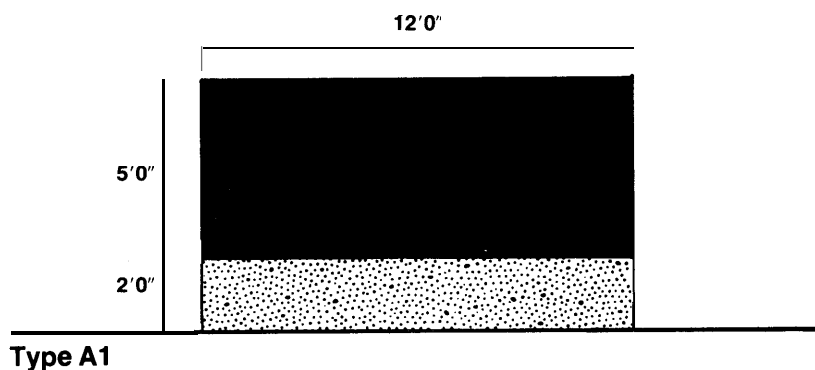
(a) Dimensions. 3ft-6in. H x 8ft-0in. W.

(b) Message. Installation name—upper and lower case helvetica medium, 6-inch capital letter height, flush left. Average line length-21 characters per line. "Headquarters" —upper and lower case helvetica regular, 6-inch capital letter height, flush left. Average line length—24 characters per line. Command or division level name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length-27 characters per line.

(c) Insignia. Authorized military insignia, 12-inch maximum height x 8-inch maximum width, flush to top of grid box and centered.

(3) *Sign grid.* Figure 3-12.

b. Command, division, and brigade headquarters. Type B2 signs are used to identify the headquarters facilities of command, division and brigade level

Figure 3-11. Exterior identification sign type B1 — installation headquarters.

4" 8" 4"

4"   4" Min.

4"

6"Cap

2'1"   3"

6"Cap

Headquarters
Fort McPherson

6"

4" Cap

1'0"   2"

4" Cap

5"   7"

Sign grid, 3'6" H x 8'0" W sign panel

Headquarters
Fort Monroe
Training and Doctrine
Command

Figure 3-12. Exterior identification sign type B1 — installation headquarters sign grid.

organizations as shown in figure 3-13. The authorized shoulder sleeve insignia or distinctive unit insignia for each command or division is located to the left of the unit name. Brigade level organizations show the name of the command or division under which each serves below the unit name, and display the command or division insignia to the left of the unit name. Only one headquarter unit is identified per sign.

(1) *Colors.* White letters and numbers on standard brown background; full-color insignia.

(a) *Dimensions.* 3ft-6in. H x 6ft-0in. W.

(b) *Message.* Unit name-upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length-l 7 characters per line. "Headquarters" —upper and lower case helvetica regular, 4-inch capital letter height, flush left. Average line length-25 characters per line.

(c) *Building number.* Helvetica regular, 4-inch number height, flush left.

(d) *Insignia.* Authorized military insignia, 12-inch maximum height x 8-inch maximum width, flush to top of grid box and centered.

(3) *Sign grid.* Figure 3-14.

c. *Battalion headquarters.* Type B3 signs are used to identify the headquarters facilities of battalion level organizations as shown in figure 3-15. The name of the command or division under which each serves is shown below the unit name. The authorized branch color(s) of the unit is located to the left of the unit name. Battalion headquarters signs do not display the command or division level organizational insignia.

(1) *Colors.* White letters and numbers on standard brown background; full-color symbol.

(2) *Sign grid specifications.*

(a) *Dimensions.* 3ft-6in. H x 5ft-0in. W.

(b) *Message.* Unit name-upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—20 characters per line. "Headquarters"— upper and lower case helvetica regular, 4-inch capital letter height, flush left. Average line length—22 characters per line.

(c) *Symbol.* 6-inch diameter overall, 1/4 -inch perimeter ring in white, 1-inch border ring in secondary branch color.

Figure 3-13. Exterior identification sign type B2 — command, division, and brigade headquarters.

Sign grid, 3'6" H x 6'0" W sign panel

Figure 3-14. Exterior identification sign type B2 — command, division, and brigade headquarters sign grid.

(d) Building number. Helvetica regular, 4-inch number height, flush left.

(3) *Sign grid.* Figure 3-16.

d. Headquarters entrance. There are two signs used to identify the building entrances of headquarters facilities. These are illustrated in figure 3-17. The basic sign panel identifies the unit of the headquarters facility and a sign plaque identifies the command personnel of the unit. The sign panel is used alone or in combination with the plaque. The panel shows the name of the unit and displays the authorized insignia of command or division level organizations or the authorized branch color(s) of battalion level organizations. The appropriate insignia is placed to the left of the unit name. Installation headquarter entrances do not display insignias, emblems, or symbols. Names and titles of individuals shown on the sign plaque which exceed 32 characters should be abbreviated to fit on one line of copy. Type B4 signs are wall-mounted.

(1) *Colors.* White letters on standard brown background; full-color insignia or symbol.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 2ft-0in. H **x** 5ft-0in. W.

(b) Message. Installation name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length- 19 characters per line. "Headquarters" —upper and. lower case helvetica regular, 4-inch capital letter height, flush left. Average line length-22 characters per line.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 2ft-0in. H x 5ft-0in. W.

(b) Message. Unit name—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length-21 characters per line. "Headquarters" —upper and lower case helvetica regular, 4-inch capital letter height, flush left. Average line length—22 characters per line.

(c) Insignia or symbol. Authorized military insignia, 9-inch maximum height x 6-inch maximum width, flush to top of grid box and centered. Branch symbol, 6-inch diameter overall, 1/4-inch perimeter ring in white, 1-inch border ring in secondary branch color.

Figure 3-15. Exterior identification sign type B3 — battalion headquarters.

Headquarters ⬛ 4th Battalion 61st ADA
4th Infantry Division

⬛ 1st Battalion 29th FA
4th Infantry Division

900

Sign grid, 3'6" H x 5'0" W sign panel

Headquarters ⬛ 27th Field Artillery
4th Infantry Division

922

Figure 3-16. Exterior identification sign type B3 — battalion headquarters sign grid.

(4) *Sign plaque specifications.*

{a) Dimensions. 1ft-6in. H x 5ft-0in. W.

(b) Message. Command personnel-upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length-32 characters per line. Abbreviate names exceeding this length.

(5) *Sign grids.* Figure 3-18.

3-5. Military facility identification signs.

Military facility identification signs are used to identify company level organizations and other military facilities, not included in the installation identification or military headquarters sign types. Insignias, emblems, branch colors, unit mottos, names or titles of individuals are not recommended for use on these signs. Military facility identification signs consist of eight types:

—Sign type C 1, centralized primary facilities sign, identifies multiple service units in one or a complex of buildings. In addition, one service unit comprised of sub-services which are used by a large volume of military and civilian personnel may be identified by type c1.

—Sign type C2, centralized secondary facility sign may be used where the volume of civilian traffic does not warrant the use of sign type C 1, such as military unit storage facilities.

—Sign type C3, primary facility sign, identifies a large scale facility serving a large volume of military and civilian personnel, but does not list individual service units or sub-services.

—Sign type C4, secondary facility sign, identifies company level organizations and individual service units .

—Sign type C5, primary entrance sign, identifies the main entry points of a service facility.

—Sign type C6, secondary entrance sign, identifies the same information as type C5, but is smaller in size.

—Sign type C7, restricted facility, identifies the facility name or area which is restricted.

—Sign type C8, building number,

Graphics appear on both sides of these signs, since they are placed perpendicular to the road and can be viewed by traffic moving in both directions with the exception of entrance signs and building numbers which are wall-mounted. An overview of these signs is shown in figure

Figure 3-17. Exterior identification sign type B4 — headquarters entrance.

3″   4′6″   3″ Min.

3″
4″ Cap
3″
4″ Cap
2″
4″ Cap
4″

Headquarters
Fort Ord

Sign grid 1, 2′0″ H x 5′0″ W sign panel

3″   6″   3″

3″   4′6″   3″ Min.

11″

3″
4″ Cap
4″
3″ Cap
1 1/2″
3″ Cap

6″

5 1/2″

Headquarters

1st Battalion 29th FA
4th Infantry Division

Sign grid 2, 2′0″ H x 5′0″ W sign panel

0   9   3   M

2″
2″ Cap
1″
2″ Cap
1″
2″ Cap
2″ Cap
4″

Commander
LTC Clifford Hanson
CMD Sargeant Major
CSM Michael Bond

Plaque grid, 1′6″ H x 5′0″ W sign plaque

Figure 3-18. Exterior identification sign type B4 — headquarters entrance sign grid.

Types C1, C2, C2 Extended

Types C3, C4

Types C5, C6

Types C7, C8

Figure 3-19. Military facility identification signs.

3-19. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

a. Centralized primary facilities. Type Cl signs are used to identify principal sub-services of a major service unit or multiple service units located in one or a complex of buildings. An example of this type of sign is illustrated in figure 3-20. When a facility has one major service unit with sub-services used by a large volume of military and civilian personnel, type C 1 sign grid 1 is used as shown in figure 3-21. If a facility has more than one major service unit or none, type C 1 sign grid 2 is used as shown in figure 3-22.

(1) *Colors.* White letters and numbers on standard brown background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 10ft-0in. H x 4ft-0in. W.

(b) Message. Service unit name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—l5 characters per line. Sub-service names—upper and lower case helvetica regular, 3-inch capital letter height, flush left. Average message area—eight lines with a line length of 23 characters per line. Abbreviate names exceeding this length.

(c) Building number. Helvetica regular, 4-inch capital letter height, flush left.

(d) Rule. 1/4-inch wide white tape.

(3) *Sign grid 1.* Figure 3-21.

(4) *Sign grid 2 specifications.*

(a) Dimensions. 10ft-0in. H x 4ft-0in. W.

(b) Message. Service units and sub-service names—upper and lower case helvetica regular, 3-inch capital letter height, flush left. Average message area—eight lines with a line length of 23 characters per line. Abbreviate names exceeding this length.

(c) Building number. Helvetica medium, 4-inch number height, flush left.

4'0"

10'0"

Command Finance

290

Pay Inquires
Civilian Pay
Disbursing
Commercial Accounts
Travel Accounts

Figure 3-20. Exterior identification sign type C1 — centralized primary military facility.

3″ 3′6″ 3″ Min.

3″
4″ Cap
2″
4″ Cap
4″
4″ Cap
4″

**Command
Finance
290**

1/4″ Rule

3″
3″ Cap
3″
3″ Cap
3″
3″ Cap
3″
3″ Cap
3″
3″ Cap
3″
3″ Cap
3″
3″ Cap
3″
3″ Cap

Pay Inquires

Civilian Pay

Disbursing

Commercial Accounts

Travel Accounts

4′6″

Sign grid 1, 10′0″ H x 4′0″ W sign panel

Figure 3-21. Exterior identification sign type C1 — centralized primary military facility sign grid.

Sign grid 2, 10'0" H x 4'0" W sign panel

Figure 3-22. Exterior identification sign type C1 — centralized primary military facility sign grid.

(d) Rule. 1/4-inch wide white tape.

(5) *Sign grid 2.* Figure 3-22.

b. Centralized secondary facilities. Type C2 signs are used to identify services similar to type Cl where the volume of civilian traffic does not warrant the use or cost of type Cl signs. An example of this type of sign is shown in figure 3-23. If a service unit has more than three sub-services requiring identification, use the extended sign grid as shown in figure 3-25. Type C2 signs are also used to identify military unit storage facilities, When a storage facility is comprised of one or more sub-units, the name of each sub-unit appears below the unit name.

(1) *Colors.* White letters and numbers on standard brown background.

(2) Sign *grid specifications.*

(a) Dimensions. 4ft-0in. H x 5ft-0in. W.

(b) Message. Unit facility and name—upper and lower case helvetica medium 4-inch capital letter height, flush left. Average line length-19 characters per line. Sub-service name-upper and lower case helvetica regular, 3-inch capital letter height, flush left. Average line length-30 characters per line.

(c) Building number. Helvetica regular, 4-inch number height, flush left.

(3) *Sign grid.* Figure 3-24.

(4) *Extended sign grid specifications.*

(a) Dimensions. 5ft-6in. H x 6ft-0in. W.

(b) Message. Military unit name-upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—19 characters

Figure 3-23. Exterior identification sign type C3 — centralized secondary military facility.

per line. Sub-unit name-upper and lower case helvetica regular, 3-inch capital letter height, flush left. Average line length-30 characters per line.

(c) Building number. Helvetica regular, 4-inch number height, flush left.

(5) Sign grid. Figure 3-25,

c. Primary facility. Type C3 signs are used to identify the name of a facility only. Figure 3-26 illustrates this use. Where site conditions inhibit the use of a large scale sign, use type C4. When the name of the facility is over 15 characters and cannot be accommodated on three lines of copy, the width of the sign maybe increased up to 2ft-0in 6-inch increments.

(1) Colors. White letters and numbers on a standard brown background.

(2) Sign grid specifications.

(a) Dimensions. 4ft-0in. H x 6ft-0in. W.

(b) Message. Facility name-upper and lower case helvetica medium, 6-inch capital letter height, flush

left. Average line length-15 characters per line.

(c) Building number. Helvetica regular, 4-inch number height, flush left.

(3) Sign grid. Figure 3-27.

d. Secondary facilities. Type C4 signs are used to display the same information as type C3, except they are smaller in size as shown in figure 3-28. In addition, type C4 signs are used to identify company level units. Insignias, branch colors, unit mottos, names or titles of individuals are not recommended on company level unit signs.

(1) Colors. White letters and numbers on standard brown background.

(2) Sign grid specifications.

(a) Dimensions. 2ft-6in. H x 5ft-0in. W.

(b) Message. Facility and unit name-upper and lower case helvetica medium, 3-inch capial letter height, flush left. Average line length-25 characters per line.

(c) Building number. Helvetica regular, 4-inch

Sign grid 4′0″ H x 5′0″ W sign panel

Figure 3-24. Exterior identification sign type C2 — centralized secondary military facility sign grid.

Co Admin/Storage
4th Battalion 61st ADA
4th Infantry Division

H & H Battery

A Battery

B Battery

C Battery

D Battery

654

Extended sign grid, 5'6" H x 5'0" W sign panel

3"
4'6"
3" Min.

3"
4" Cap
2"
4" Cap
2"
4" Cap
4"
3" Cap
3"
3" Cap
3"
3" Cap
3"
3" Cap
3"
3" Cap
8"
4" Cap
4"

Figure 3-25. Exterior identification sign type C2 — centralized secondary military facility extended sign grid.

6'0"

4'0"

3'6"

The Institute Of Heraldry US Army

Figure 3-26. Exterior identification sign type C3 — primary military facility.

4"   5'4"   4"

4"

6" Cap

3"

6" Cap

3"

6" Cap

6"

4" Cap

4"

The Institute Of Heraldry US Army

15

Sign grid, 3'6" H x 6'0" W sign panel

Figure 3-27. Exterior identification sign type C3 — primary military facility sign grid.

number height, flush left.

(3) *Sign grid.* Figure 3-29.

e. Primary entrance. Type C5 is used to identify the main entry points of a facility used by a large volume of visitor traffic. Figure 3-30 illustrates this type of sign. If the facility, unit, or entrance name requires three lines of copy and is over 14 characters per line, use type C5 expanded sign grid as shown in figure 3-31. Where site conditions inhibit the use of a large scale entrance sign, use type C6. Type C5 signs are wall-mounted.

(1) *Colors.* White letters and numbers on a standard brown background.

(2) Sign *grid specifications.*

(a) Dimensions. lft-6in. H x 3ft-0in. W.

(b) Message. Facility, Unit, or entrance name—upper and lower -case helvetica medium, 3-inch capital letter height, flush left. Average line length— 14 characters per line.

(3) *Expanded sign grid specifications.*

(a) Dimerisions. lft-6in. H x 3ft-0in. W.

(b) Message. Facility, unit, or entrance name-upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—21 characters per line.

(4) *Sign grids.* Figure 3-31.

f. Secondary entrance. Type C6 signs are used to identify the entry points of company level units and facilities serving a smaller volume of visitor traffic than

Figure 3-28. Exterior identification sign type C4 — secondary military facility.

3″   4′6″   3″

3″
3″ Cap
1 1/2″
3″ Cap
1 1/2″
3″ Cap

7″

4″ Cap

4″

Dining Facility
1st Brigade
4th Infantry Division

496

Sign grid, 2′6″ H x 5′0″ W sign panel

Engineering Plans/
Real Property

42

Figure 3-29. Exterior identification sign type C4 — secondary military facility sign grid.

3'0" 1'0"

**Command
Finance**

1'6"

4'6"

Figure 3-30. Exterior identification sign type C5 — primary military facility entrance.

3"   2'6"   3" Min.

3"
3" Cap
1 1/2"
3" Cap
1 1/2"
3" Cap
3"

Command
Finance

Sign grid, 1'6" H x 3'0" W sign panel

Main
Entrance

3"   2'6"   3" Min.

3"
2" Cap
1"
2" Cap
1"
2" Cap
1"
2" Cap
4"

Dining Facility
1st Brigade
4th Infantry Division

Expanded sign grid, 1'6" H x 3'0" W sign panel

Figure 3-31. Exterior identification sign type C5 — primary military facility entrance sign grid.

type C5 as shown in figure 3-32. Type C6 signs are wall-mounted.

(1) *Colors.* White letters and numbers on standard brown background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 1 ft-0in. H x 2ft-0in. W.

(b) Message. Unit letter designation—upper case helvetica medium, 4-inch capital letter height, flush left. Unit name—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line

length-l 1 characters per line.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 1ft-0in. H x 2ft-0in. W.

(b) Message. Facility or unit name—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—l 1 characters per line.

(4) *Sign grids.* Figure 3-33.

g. Restricted area or facility. Type C7 signs identify the name of a restricted area or facility. An example of

Figure 3–32. Exterior identification sign type C6 — secondary military facility entrance.

2″   1′8″   2″ Min.

2″
4″ Cap

C

2″
2″ Cap

Company

2″

Sign grid 1, 1′0″ H x 2′0″ W sign panel

2″   1′8″   2″ Min.

2″
2″ Cap
1″
2″ Cap
1″
2″ Cap
2″

Engineering
Plans

Sign grid 2,   1′0″ H x 2′0″ W sign panel

Building
& Grounds

Figure 3-33. Exterior identification sign type C6 — secondary military facility entrance sign grid.

this type of sign is shown in figure 3-34. These signs are used in combination with mandatory/prohibitory signs which outline rules governing these areas as discussed in paragraph 3-9. Type C7 signs are identical to type A3 limited gate access signs which were discussed in paragraph 3-3c. If the message" line is over 20 characters, the capital letter height can be reduced using one inch increments to accommodate the length of copy on two lines as shown in figure 3-35 expanded sign grid.

(1) *Colors.* White letters and numbers on standard brown background,

(2) *Sign grid specifications.*

(a) *Dimensions.* lft-6in. H x 4ft-0in. W.

(b) *Message.* Facility or area name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length-15 characters per line.

(3) *Expanded sign grid specifications.*

(a) *Dimensions.* lft-6in. H x 4ft-0in. W.

(b) *Message.* Facility or area name—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—20 characters per line.
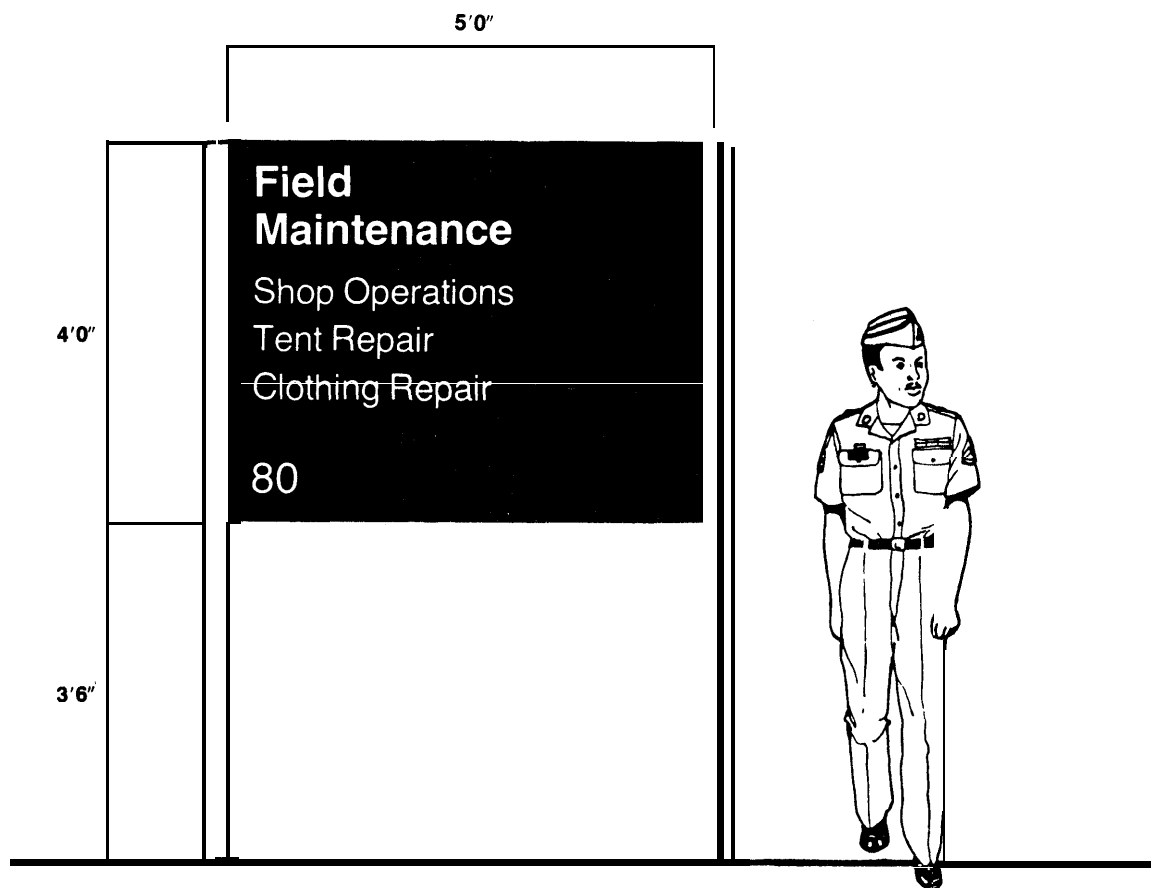
(4) *Sign grids.* Figure 3-36.

h. Building number. Type C8 signs are used to iden-

tify building numbers for permanent, semi-permanent (S), and temporary (T) facilities as illustrated in figure 3-36. The size of the sign" should be appropriate for the scale of the building and mounting height, regardless of its classification. Signs should be located on the sides of the building where rapid identification is necessary. Type C8 signs are wall-mounted. Numbers must appear in accordance with AR 420-70.

(1) *Colors.* White letters and numbers on standard brown background.

(2) *Sign grid 1 specifications.*

(a) *Dimensions.* lft-6in. H x 4ft-6in. W.

(b) *Number.* Upper case helvetica medium, 12-inch capital letter height. Copy—centered. Average line length—5 characters per line.

(3) *Sign grid 2 specifications.*

(a) *Dimensions.* lft-0in. H x 3ft-0in. W.

(b) *Number.* Upper case helvetica medium, 8-inch capital letter height. Copy—centered. Average line length-5 characters per line.

(4) *Sign grid 3 specifications.*

(a) *Dimensions.* 6in. H x lft-6in. W.

(b) *Number.* Upper case helvetica medium, 4-inch capital letter height. Copy—centered. Average line length—5 characters per line.

(5) *Sign grids.* Figure 3-37.

Figure 3-34. Exterior identification sign type C7 — restricted area or facility.

3"   3'6"   3" Min.

3"
4" Cap
2"
4" Cap
5"

Power Plant
Storage Area

Sign grid, 1'6" H x 4'0" W sign panel

Range 10

3"   3'6"   3" Min.

3"
3" Cap
1 1/2"
3" Cap
1 1/2"
3" Cap
3"

Waste Treatment
Plant

Expanded sign grid, 1'6" H x 4'0" W sign panel

Figure 3-35. Exterior identification sign type C7 — restricted area or facility sign grid.

Figure 3-36. Exterior identification sign type C8 — building number.

3"   4'0"   3"

3

12" Cap

4591

3'

Sign grid 1, 1'6" H x 4'6" W sign panel

2"   2'8"   2"

2"

8" Cap

S1269

2"

Sign grid 2, 1'0" H x 3'0" W sign panel

1"   1'4"   1"

1"

4" Cap

T1152

1"

Sign grid 3, 6" H x 1'6" W sign panel

Figure 3-37. Exterior identification sign type C8—building number sign grid.

4'0"

5'0"

10'0'

10'0"

Types D1, D2

4'6"

3'0"

3'0"

3'6"

2'6"

3'6"

Types D3, D4

1'0"

1'0"

2'0"

1'6"

1'6"

1'6"

1'0"

7'0"

3'6"

4'6"

Types D5, D6, D7

Figure 3-38. Community identification signs.

3-6. Community identification signs.

com-munity identification signs are used to identify activities and facilities used for community, recreational and other non-military purposes. Typical organizations which use type Cl signs are listed in ER 1110-345-122, appendix A, with the exception of medical and police facilities. To help distinguish these signs from facilities used only for military purposes, the background color of all community signs is blue. Insignias, unit names or mottos are not recommended for use on these signs. The use of commercial symbols and logos is recommended where appropriate, (para 3-6a). Community identification signs consist of seven types:

—Sign type D1, centralized primary facility sign, identifies several activities or organizations in one or a complex of buildings

—Sign type D2, primary facility with changeable message board, identifies an individual organization or facility and provides a changeable message board for information on activities

—Sign type D3, primary facility, identifies an organization

—Sign type D4, secondary facility, identifies the same information as type D3, but is smaller in size

—Sign type D5, building entrance, identifies the facility entrance and hours of operation

—Sign type D6, recreation facility, identifies an outdoor recreation or park facility and hours of operation

—Sign type D7, bus route, identifies bus routes, stops, and schedules

These guidelines apply to all non-military and commercial firms that operate on the installation. Graphics appear on both sides of these signs, since they are placed perpendicular to the road and can be viewed by traffic moving in both directions with the exception of building entrance and recreation facility signs which are wall or fence mounted. An overview of these signs is shown in figure 3-38. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

a. Symbols and logos. Any non-military or commercial facility located on an installation is encouraged to display their organizational symbol or logo. If used, it appears in the upper left corner of the sign above the name of the organization. The margin below the symbol or logo is equal to the capital letter height on the sign and not the symbol or logo height. A full-color symbol or logo on a white or light colored background is recommended. The background must be square with rounded edges as shown in figure 3-39.

b. Centralized primary facilities. Type D1 signs are used to identify community organizations and sub-activities in one or more buildings usually with a common parking area. An example of a type D1 sign is shown in figure 3-40. If a facility has more than one major organization or none, it is identified using the

AAFES Symbol

Commercial Logotype

Credit Union Symbol

Commercial Symbol

Figure 3-39. Typical commercial symbols and logotypes.

complex name or building number. When a facility has one major organization with sub-activities, it is identified using the organization name.

(1) *Colors.* White letters and numbers on standard blue background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 10ft-0in. H x 4ft-0in. W.

(b) *Message.* Facility or complex name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—1 5 characters per line. organization or sub--activity name—upper and lower case helvetica regular, 3-inch capital letter height,

flush left. Average message area—eight lines with a line length of 20 characters per line. Abbreviate names exceeding this length.

(c) *Building number.* Helvetica medium, 4-inch capital letter height, flush left.

(d) *Rule.* 1/4-inch wide white tape.

(3) *Sign grid.* Figure 3-41.

d. *Primary facility with changeable message board.* Type D2 signs identify individual organizations which support changing activities, such as theaters, gymnasiums, auditoriums, and religious facilities. An exam-

Figure 3-40. Exterior identification sign type D1, centralized community facility.

3"   3'6"   3"

3"	
4" Cap	**Founders**
2"	
4" Cap	**Plaza**
2"	
4" Cap	
3"	
3"	
3" Cap	Main PX
3"	
3" Cap	Commissary
3"	
3" Cap	Bank
3"	
3" Cap	Credit Union
3"	
3" Cap	Bowling Center
3"	
3" Cap	
3"	
3" Cap	
3"	
3" Cap	
5'9"	

1/4" rule

Sign grid, 10'0" H x 4'0" W sign panel

Figure 3-41. Exterior identification sign type D1 — centralized community facility sign grid.

ple of a type D2 sign is shown in figure 3-42. Since it is important to notify the public of on-going activities at each facility, these signs may have internally illuminated changeable message boards. Message boards are located below the name of the facility and building number with a ground to board height of 5ft-0in. Changeable letters may utilize a variety of fabrication techniques, such as individual letters which slide or clip onto a stationary track or which have a magnetic backing.

(1) *Fixed message area specifications.*

(a) Color. White letters and numbers on standard blue background.

(b) Dimensions. 2ft-0in. H x 5ft-0in. W.

(c) Message. Facility name—upper and lower case helvetica medium, 6-inch capital letter height, flush left. Average line length-12 characters per line.

(2) *Changeable message area specifications.*

(a) Colors. Black letters and numbers on white background.

(b) Dimensions. 3ft-0in. H x 5ft-0in. W.

(c) Message. Sub-activity information-upper and lower case helvetica regular, 3-inch capital letter height. Body copy—2-inch spacing between all lines of copy. Average message area—six lines with a line length of 28 characters per line.

(3) *Sign grid.* Figure 3-43.

Figure 3-42. Exterior identification sign type D2 — primary community facility with changeable message board.

4" 4'4" 4" Min.

4"

6" Cap

2'0" 3"

6" Cap

5"

2 1/2"

4" Cap

2"

4" Cap

2"

4" Cap

3'3" 2"

4" Cap

2"

4" Cap

2"

4" Cap

2 1/2"

4'9"

Twin
Cinema

NOW SHOWING
STAR WARS
5:00 7:00 9:00
GONE WITH THE
WIND
5:30 7:30 9:30

Sign grid, 10'0" H x 5'0" W sign panel

Figure 3-43. Exterior identification sign type D2 — primary community facility with changeable message board sign grid.

c. Primary facility. Type D3 signs are used to identify individual organizations, such as the commissary, post office, and bank as shown in figure 3-44. When an organizational symbol or logo is used, it appears in the upper left corner. If a symbol or logo is not used, the building number appears in the lower right corner as shown in figure 3-45, sign grid 2. Where site conditions inhibit the use of a large scale sign, use sign type D4.

(1) *Colors.* White letters and numbers on standard blue background. Symbol or logo—full-color on white or light colored background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 3ft-0in. H x 4ft-6in. W.

(b) Message. Facility name-upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length— 17 characters per line.

(c) Symbol or logo. Organizational symbol or logo, 8-inch H x 8-inch W background border.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 3ft-0in. H x 4ft-6in. W.

(b) Message. Facility name—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—l 7 characters per line.

(c) Building number. Helvetica regular, 4-inch number height, flush left.

(4) *Sign grids.* Figure 3-45.

d. Secondary facility. Type D4 identifies the same information as type D3, but is smaller in size (fig. 3-46).

(1) *Colors.* White letters and numbers on standard blue background. Symbol or logo—full-color on white or light colored background.

(2) Sign *grid 1 specifications.*

(a) Dimensions. 2ft-6in. H x 3ft-6in. W.

(b) Message. Facility name—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—l 7 characters per line.

(c) Building number. Helvetica regular, 4-inch number height, flush left.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 2ft-6in. H x 3ft-6in. W.

(b) Message. Facility name-upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length— 17 characters per line.

(c) Symbol or logo. Organizational symbol or logo, 6-inch H x 6-inch W background border.

Figure 3-44. Exterior identification sign type D3 — primary community facility.

3" 8" 4'0" 3"

3"
8"
4"
4"
2"
4" Cap
2"
4" Cap
5"

Main
Post Exchange

Sign grid 1, 3'0" H x 4'6" W sign panel

3" 4'0" 3"

3"
4" Cap
2"
4" Cap
2"
4" Cap

Commissary

9"
4" Cap
4" Cap

250

Sign grid 2, 3'0" H x 4'0" W sign panel

Figure 3-45. Exterior identification sign type D3 — primary community facility sign grid.

(4) Sign *grids.* Figure 3-47.

f. Building entrance. Type D5 signs are used to identify the entry points of a community facility as illustrated in figure 3-48. If required,. a sign plaque showing the hours of operation may be placed beneath the basic entrance sign. When an organizational symbol or logo is used on the sign panel, it appears in the upper left corner. Building numbers appear on the building and are not duplicated on these signs.

(1) *Colors.* White letters and numbers on standard blue background. Symbol or logo—full-color on white or light colored background.

(2) *Sign grid I specifications.*

(a) *Dimensions..* lft-6in. H x 2ft-0in. W.

(b) *Message.* Facility name—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length-14 characters per line.

(c) *Symbol or logo.* Organizational symbol or logo, 4-inch H x 4-inch W background border.

(3) *Sign grid 2 specifications.*

(a) *Dimensions.* 1ft-6in. H x 2ft-0n. W.

(b) *Message.* Facility name-upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—14 characters per line.

(4) *Sign plaque specifications.*

(a) *Dimensions.* lft-0in. H x 2ft-0in. W.

(b) *Message.* Title—upper and lower case helvetica regular, 1 1/2-inch capital letter height, flush left. Average line length-22 characters per line. Body copy—upper and lower case helvetica regular, 3/4-inch capital letter height. Average line length-41 characters per line.

Figure 3-46. Exterior identification sign type D4 — secondary community facility.

3"   3'0"   3 Min.

Continuing Education Center

3"
3" Cap
1 1/2"
3" Cap
1 1/2"
3" Cap

7"

4" Cap

4"

250

Sign grid 1, 2'6" H x 3'6" W sign panel

3"   3'0"   3" Min.

3"
6" Symbol
3"
3" Cap
1 1/2"
3" Cap
1 1/2"
3" Cap

6"

U.S. MAIL

United States Post Office

Sign grid 2, 2'6" H x 3'6" W sign panel

Figure 3-47. Exterior identification sign type D4 — secondary community facility sign grid.

(5) *Sign grids.* Figure 3-49.

g. Recreation facility. Type D6 signs are used to identify an outdoor recreation or park facility, such as tennis courts, playing fields and campgrounds. A type D6 sign is illustrated in figure 3-50. The basic sign panel shows a symbol and facility name. If required, optional sign grids may be used in addition to the basic sign panel to show hours of operations or directional arrows as shown in figure *3-51*. National Park Service and Olympic Game symbols, discussed in paragraph 2-5, are recommended for type D6 signs. Type D6 signs are freestanding, wall or fence mounted.

(1) *Colors.* White letters and numbers on a standard blue background: Pictograph or arrow—black on white background.

(2) *Sign grid specifications.*
    (a) Dimensions. lft-6in. H x 1 ft-0in. W.

(b) Message. Facility name—upper and lower case helvetica medium, 1 1/2-inch capital letter height, flush left. Average line length-nine characters per line.

(c) Symbol. 10-inch H x 10-inch W background border.

(3) *Extended sign grid 1 specifications.*
    (a) Dimensions. 2ft-6in. H x lft-0in. W.
    (b) Message. Facility name—upper and lower case helvetica medium, 1 1/2-inch capital letter height, flush left. Average line length—nine characters per line. Body copy—upper and lower case helvetica regular, 1/2 -inch capital letter height. Average line length—33 characters per line.

(4) *Extended sign grid 2 specifications.*
    (a) Dimensions. 2ft-6in. H x lft-0in. W.
    (b) Arrow. 10-inch H x 10-inch W.
(5) *Sign grids.* Figure 3-51.

Figure 3-48. Exterior identification sign type D5 — community building entrance.

2"　　　1'8"　　　2" Min.

2"
4"
2"
2" Cap
1"
2" Cap
1"
2" Cap
2"

United States Post Office

Sign grid 1, 1'6" H x 2'0" W sign panel

2"　　　1'8"　　　2" Min.

2"
2" Cap
1"
2" Cap
1"
2" Cap
1"
2" Cap
5"

Arts and Crafts Center

2"
1 1/2" Cap
1 1/2"
3/4" Cap
3/4"

Hours

11:00 AM-8:00PM Weekdays
11:00 AM-9:00 PM Saturdays
1:00 AM-6:00 PM Sundays

2" Min.

Plaque

Sign grid 2, 1'6" H x 2'0" W sign plaque

Figure 3-49. Exterior identification sign type D5 — community building entrance sign grid.

Figure 3-50. Exterior identification sign type D6 — recreation facility.

Sign grid
1'6" H x 1'0" W sign panel

Sign grid 1,
2'6" H x 1'0" W sign panel

Sign grid 2,
2'6" H x 1'0" W sign panel

Figure 3-51. Exterior identification sign type D6 — recreation facility sign grid.

h. Busroute. Type D7 is used to identify bus services, such as bus routes, stops and schedules, which are unique to the Army or an extension of local public transportation services. See figure 3-52 for an example of this type of sign. Clear and consistent identification where appropriate will help to make transportation more convenient. The basic sign panel shows a standard bus symbol or the symbol for a local transit company and the words "Bus Stop". An optional extended sign grid shows a symbol, the words "Bus Stop" and hours of operation as shown in figure 3-52. Graphics may appear on one or both sides of this sign depending upon sign placement.

(1) *Colors.* White letters and numbers on standard blue background. Pictograph—black on white background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. lft-6in. H x lft-0in. W.

(b) Message. "Bus Stop"—upper and lower case helvetica medium, 1 3/4-inch capital letter height, centered.

(c) Symbol. l0-inch H x 10-inch W background border.

(3) *Extended sign grid specifications.*

(a) Dimensions. 2ft-6in. H x 1ft-0in. W.

(b) Message. "Bus Stop"-upper and lower case helvetica medium, 1 3/4-inch capital letter height, centered. Body copy—upper and lower case helvetica

Figure 3-52. Exterior identification sign type D7 — bus route.

regular, 1/2-inch capital letter height. Average line length-33 characters per line.

    (c) Symbol. 10-inch H x 10-inch W background border.

    (4) *Sign grids.* Figure 3-53.

3-7. Motivational signs. Present throughout Army installations are signs designed to motivate. They are important elements of campaigns to boost morale, improve safety, aid in recruiting, and accomplish other special objectives. Motivational signs are unique in appearance and do not have specified graphic layouts. Unit insignias, emblems, branch colors, mottos, and names and titles of individuals are typically included on these signs. Since these signs may be produced by installation personnel with professional or limited talent in design, the quality of workmanship may vary. Motivational signs include three types:

    —Sign type El —installation motivational sign,

identifies the principal commands or divisions stationed at the installation.

    —Sign type E2—standard motivational sign, is used to support campaigns and special events.

    —Sign type E3—Unit motivational sign, is used to express unit pride and display organizational insignias, emblems and mottos.

Graphics appear on two sides unless they are to be viewed by incoming traffic only or when they are placed parallel to the road. A concrete or masonry base consistent with the predominant architectural style of the installation is recommended. When use of a concrete or masonry base would be a traffic hazard, breakaway or yielding sign supports should be used as shown in appendix A. Sign finishes may vary, however, the sign structure should conform to those shown in appendix A. An overview of these signs is shown in figure 3-54. Sign placement guidelines are described in paragraph 3-11.

Sign grid, 1′6″ H x 1′0″ W sign panel

Extended sign grid, 2′6″ x 1′0″ W sign panel

Figure 3-53. Exterior identification sign type D7 — bus route sign grid.

10'0"

4'0"

2'0"

Type E1

3'6"

3'0"

3'6"

Type E2

2'6"

2'6"

3'6"

Type E3

Note: Motivational signs may vary in size

Figure 3-54. Motivational signs.

a. Installation motivational sign. Type El signs identify the major military units located at each installation and display their insignia or emblems. An example of this type of sign is illustrated in figure 3-55. installation motivational signs can also support the mottos of major units. The design, color, and size of the sign may vary, but should be executed in a professional manner. The recommended dimensions for type E 1 signs are 4ft-0in. H x 10ft-0in. W.

b. Standard motivational sign. Type E2 signs are used to promote campaigns and support special events, such as safety programs and donation drives. An example of a type E2 sign is illustrated in figure 3-56. Often these signs are of a temporary nature, but this should not impair the quality of design and fabrication, The number of standard motivational signs should be kept to a minimum. As with other motivational signs, the design, color, and size of the sign may vary. The recommended dimensions for type E2 signs are 3ft-0in. H x 3ft-6in. W.

c. Unit motivational sign. Type E3 signs are used to express unit pride and to display organizational insignias, emblems, and mottos as shown in figure 3-57. As with other motivational signs, the design, color and

size of the sign may vary. The recommended dimensions for type E3 signs are 2ft-6in. H x 2ft-6in. W.

3-8. Guide signs. Guide signs are an essential means for locating destinations and routing travel to those destinations within a military installation. This category includes site directory map signs at all entrance gates and other key points within the installation; large street name signs at all intersections; and large-lettered destination signs of not more than three lines. Together, these signs provide the most efficient means of guiding traffic to destinations within an installation. Installation building addresses similar to a municipality are the basis for this system.

a. Destination and street name. These signs should be in accordance with the *"Manual on Uniform Traffic Control Devices",* and MTMC Pamphlet 55-14. The use of the helvetica typeface is excluded on these signs.

b. Site directory map. Type F1 site directory map signs provide visitors with a simplified site map of the installation for orientation and directional guidance. Figure 3-58 illustrates this type of sign. Site maps identify all street names and indicate the location of the person using the directory. Major streets and destinations

Note: Motivational signs may vary in size

Figure 3-55. Exterior motivational sign type E1 — installation morale sign.

3'6"

3'0'

3'6"

**Blood
is the gift
of life.**

✚

The American Red Cross

3'6"

3'0"

3'0"

2'6"

3'6"

3'6"

3'0"

3'6"

Note: Motivational signs may vary in size

Figure 3-56. Exterior motivational sign type E2 — standard morale sign.

2'6"

2'6"

3'6"

Note: Motivational signs may vary in size

Figure 3-57. Exterior motivational sign type E3 — unit morale sign.

5'0"

4'0

Site Directory

Gate 1

Gate 2

Gate 3

Gate 4

Gate 5

3'0'

Figure 3-58. Exterior guide sign type F1 — installation site directory map.

Types G1, G2

Types G3, G4

Types G5, G6

Figure 3-59. Mandatory/prohibitory signs.

which frequently receive non-repeat visitors should be graphically emphasized and include an address directory next to the map face. For complex installations, color should be used to enhance legibility by coding major streets, military destinations, community destinations, and open land areas. The size of site directory maps should be appropriate for the area illustrated and the placement site. Helvetica medium typeface is recommended for these signs. Since site directory maps are usually complex and perform such an important function, it is recommended that they be designed by a graphic design professionl.

3-9. Mandatory/prohibitory signs. Mandatory/prohibitory signs restrict, warn and advise visitor and installation personnel in matters of Army security, safety and parking controls. To avoid confusion directives should not be unnecessarily wordy. Signs should be used in moderation so that their visual impact is not lessened. There are several types of mandatory/prohibitory signs as follows:

—Sign type G1, warning, is intended as a search and authorized personnel warning sign. Other warning messages which require this size sign may use type G 1.

—Sign type G2, warning, is intended as a restricted area warning sign. Other warning messages which require this size sign may use type G2.

—Sign type G3, warning, identifies general hazards, regulations and security information as type G2, but is smaller in size.

—Sign type G4, safety, identifies specific dangers and warns personnel and visitors of physical hazards and unsafe practices.

—Sign types G5 and G6, parking.

—Sign type G7, special traffic.

Graphics appear on only one side of the signs where they are to be placed parallel to the road. An overview of these signs is shown in figure 3-59. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

a. Warning. Type G1 signs notify visitors of restrictions governing conduct on the installation and of entrances limited to authorized personnel. An example of this type of sign maybe seen in figure 3-60. Search warnings used on these signs should conform to security procedures at each installation. Type G1 signs are intended for specified uses, but can be used for any warning message requiring this size sign. In areas where English is but one of two or more languages commonly spoken, warning signs will contain the local language(s) in addition to English in accordance with AR 380-20. When used for a translation, type G1 sign grid may be extended vertically using 6-inch increments. The word

Figure 3-60. Exterior mandatory/prohibitory sign type G1 — warning.

3"   3'6"   3" Min.

3"
4" Cap

4"
3" Cap

3"
1" Cap
3/4"
1" Cap
3/4"

3" Min.

Warning

US Army Installation

Persons and vehicles are subject to search upon entry into and exit from Ft. Bragg and while within the boundaries of the military reservation.

Sign grid 1, 2'6" H x 4'0" W sign panel

4   3 4   4 Mn

4"
6" Cap

3"
4" Cap

2"
4" Cap

6"

Warning
Authorized
Personnel Only

Sign grid 2, 2'6" H x 4'0" W sign panel

Figure 3-61. Exterior mandatory/prohibitory sign type G1 — warning sign grid.

"Warning" must appear at the top of the sign in red letters only.

(1) *Colors.* Black letters and numbers on a white background. "Warning"—Red letters on a white background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 2ft-6in. H x 4ft-0n. W.

(b) Message in English. " Warning"–upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—14 characters per line. "US Army Installation' '—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length-19 characters per line. Body copy—upper and lower case helvetica medium, 1-inch capital letter height, flush left. Average line length—66 characters per line.

(c) Message in foreign language. Equivalent of "Warning" —upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—14 characters per line. Equivalent of "US Army Installation" —upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—19 characters per line. Body copy—upper and lower case helvetica regular, 1-inch capital letter height, flush left. Average line length-86 characters per line.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 2ft-6in. H x 4fi-0in. W.

(b) Message. " Warning''-upper and lowercase helvetica medium, 6-inch capital letter height, flush left. Average line length— 10 characters per line. "Authorized Personnel Only"—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length—14 characters per line.

(4) *Sign grids.* Figure 3-61.

b. *Warning.* Type G2 signs notify visitors and installation personnel of regulations pertaining to restricted areas on the installation. Figure 3-62 is an example of a type G2 sign. Areas requiring security measures are designated by Army installation commanders and may be classified as restricted areas, exclusion areas, limited areas, or controlled areas, as defined in AR 380-20. The warning message must conform to procedures in AR 380-20. Type G2 signs are intended for a specified use, but be used for any warning message requiring this size sign. In areas where English is but one of two or more languages commonly spoken, warning signs will contain the local language(s) in addition to

Figure 3-62. Exterior mandatory/prohibitory sign type G2 — warning.

English as shown in figure 3-63. When used for a translation, type G2 sign grid maybe extended vertically using 6-inch increments. The word" Warning" must appear at the top of the sign in red letters only.

(1) *Colors.* Black letters and numbers on white background. "Warning"—red letters on a white background.

(2) *Sign grid specifications.*

(a) Dimensions. 3ft-6in. H x 5ft-0in. W.

(b) Message in English. "Warning''–upper and lower case helvetica medium, 6-inch capital letter height, flush left. Average line length—12 characters per line. "Restricted Area"—upper and lower case helvetica medium, 4-inch capital letter height, flush left.

Average line length— 18 characters per line. Body copy—upper and lower case helvetica medium, 1-inch capital letter height, flush left. Average line length-74 characters per line.

(c) Message in foreign language. Equivalent of "Warning-upper and lower case helvetica medium, 6-inch capital letter height, flush left. Average line length— 12 characters per line. Equivalent of "Restricted Area"—upper and lower case helvetica medium, 4-inch capital letter height, flush left. Average line length-18 characters per line. Body copy—upper and lower case helvetica regular, 1-inch capital letter height, flush left. Average line length-86 characters per line.

Warning

Restricted Area

This fort has been declared a restricted area according to a Secretary of Defense directive issued 20 August 1954 under the provisions of section 31, Internal Security Act of 1950. Unauthorized entry is prohibited.

All persons and vehicles entering hereon are liable to search. Photographing or making notes, drawings, maps, or graphic representations of this area or its activities is prohibited unless specifically authorized by the commander. Any such material found in the possession of unauthorized persons will be confiscated.

Repeat message of adjacent sign in language of host nation

Figure 3-63. Exterior mandatory/prohibitory sign type G2 — dual language warning.

(3) *Sign grid.* Figure 3-64.

c. *Warning.* Type G3 signs may notify visitors and installation personnel of general hazards, regulations, and restricted areas similar to types G1 and G2, but on a smaller sized sign as shown in figure 3-65. Warning messages requiring this size sign may use type G3. If used, the warning message for restricted areas must conform to procedures in AR 380-20. In areas where English is but one of two or more languages commonly spoken, warning signs will contain the local language(s) in addition to English as shown in figure 3-66. When used for a translation, type G3 sign grid maybe extended vertically using 6-inch increments or the letter height may be reduced using "l-inch 'increments to accom-

modate the message length. The word" Warning" must appear at the top of the sign in red letters only.

(1) *Colors.* Black letters and numbers on white background, with the exception of the word "Warning" which has red letters on a white background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. 2ft-0in. H x 2ft-6in. W.

(b) Message. "Warning''-upper and lowercase helvetica medium, 4-inch capital letter height, flush left. Average line length—eight characters per line. Body copy—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—17 characters per line.

Figure 3-64. *Exterior mandatory/prohibitory sign type G2 — warning sign grid.*

2'6"

Warning

Restricted Area

2'0"

3'6"

Min. 4'0"

Warning

**Area Patrolled
By Sentry Dogs**

Figure 3-65. Exterior mandatory/prohibitory sign type G3 — warning.

2'6"

2'0"

Warning

Restricted Area

This fort has been declared a restricted area according to a Secretary of Defense directive issued 20 August 1954 under the provisions of section 21, Internal Security Act of 1950. Unauthorized entry is prohibited.

All persons and vehicles entering hereon are liable to search. Photographing or making notes, drawings, maps, or graphic representations of this area or its activities is prohibited unless specifically authorized by the commander. Any such material found in the possession of unauthorized persons will be confiscated.

2'0"

Repeat message
of adjacent sign
in language of
host nation

3'0"

Warning

**Area Patrolled
By Sentry Dogs**

Repeat message
of adjacent sign
in language of
host nation

Figure 3-66. Exterior mandatory/prohibitory sign type G3 — dual language warning.

3" 2'0" 3" Min.

3"

4" Cap

4"

2" Cap
1"

2" Cap
1"

2" Cap

5"

Warning

Area Patrolled
By Sentry Dogs

Sign grid 1, 2'0" H x 2'6" W sign panel

Warning

Prior to Firing
Report To
Building 90

3" 2'0" 3" Min.

2"

3" Cap

2" Cap
2"

1/2" Cap
3/8'

3" Min.

Warning

Restricted Area

This fort has been declared a restricted area according to a Secretary of
Defense directive issued 20 August 1954 under the provisions of section
31, Internal Security Act of 1950. Unauthorized entry is prohibited.

All persons and vehicles entering hereon are liable to search.
Photographing or making notes, drawings, maps, or graphic
representations of this area or its activities is prohibited unless
specifically authorized by the commander. Any such material found in the
possession of unauthorized persons will be confiscated.

Sign grid 2, 2'0" H x 2'6" W sign panel

Figure 3-67. Exterior mandatory/prohibitory sign type G3 — warning sign grid.

(3) *Sign grid 2 specifications.*

(a) *Dimensions.* 2ft-0in. H x 2ft-6in. W.

(b) *Message.* "Warning''–upper and lower case helvetica medium; 3-inch capital letter height, flush left. Average line length—1 1 characters per line. "Restricted Area" —upper and lower case helvetica medium 2-inch capital letter height, flush left. Average line length— 17 characters per line. Body copy—upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length-68 characters per line.

(4) *Sign grids.* Figure 3-67.

d. *Safety.* To maintain consistency with other Army signage, it is recommended that safety signs, shown in figure 3-68, use the helvetica letter form and illustrated sign grids as shown in figure 3-69. Several examples of recommended sign layout demonstrate the application of typical safety directives. Specifications for safety signs are detailed in AR 385-30, and are in accordance with these guidelines.

(1) *Colors.* See AR 385-30.

(2) *Sign grid 1 specifications.*

(a) *Dimensions.* lft-8in. H x 2ft-4in. W.

(b) *Message.* Header title—upper and lower case helvetica medium, 2 3/4-inch capital letter height, flush left. Average line length-13 characters per line. Body copy—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length—12 characters per line,

(3) *Expanded sign grid specifications.*

(a) *Dimensions.* lft-8in. H x 2ft-4in. W.

(b) *Message.* Header title—upper and lower case helvetica medium, 2 3/4-inch capital letter height, flush left. Average line length— 13 characters per line." Body copy—upper and lower case helvetica medium, 3-inch capital letter height, flush left. Average line length-12 characters per line.

(4) *Sign grids.* Figure 3-69.

e. *Parking.* Type G5 signs have been designed to supplement the *Manual on Uniform Traffic Control Devices* parking standards. An example of this type of

Figure 3-68. Exterior mandatory/prohibitory sign type G4 — safety.

1"   2'2"   1"

5/8"
2 3/4" Cap

Caution

2 5/8"

3" Cap

Safety Helmet

1 1/2"

3" Cap

Must Be Worn

1 1/2"

3" Cap

[At All Times]

2"

Sign grid, 1'8" H x 2'4" W sign panel

Caution

[Machine Operator]
[Must Wear Snug]
[Fitting Clothing]
[(No Gloves)]

1"   2'2"   1"

5/8"
2 3/4" Cap

Be Careful

4"

5/8"
2' cap

Lock Out Controls

1"
2" Cap

[Before Making]

1"
2" Cap

Electrical Repairs

1"
2" Cap

2"

Expanded sign grid, 1'8" H x 2'4" W sign panel

Figure 3-69. Exterior mandatory/prohibitory sign type G4 — safety sign grid.

sign is illustrated in figure 3–70. Parking control requirements for the physically handicapped are indicated in figure 3-71. Symbols are used to indicate parking, reserved parking, and handicapped parking as shown in figure 3–71. Parking signs show a standard green "P" on a white background. Reserved parking signs show a black "P" on a white background. Handicapped parking signs show the international handicapped symbol in white on the required blue background. Messages should appear below the pictograph to reinforce their meaning and to add special information, such as "Visitor Parking." Type G5 signs may be free-standing or wall-mounted. Sign placement should follow guidelines in the *Manual on Uniform Traffic Control Devices.* "

Figure 3–70. Exterior mandatory/prohibitory sign types G5 and G6-parking.

(1) *Sign grid 1 specifications.*
   (a) Colors. White letters and numbers on standard green background. Pictograph—standard green "P" on white background.
   (b) Dimensions. 1ft-6in. H x 1ft-0in. W.
   (c) Message. Parking directive—upper and lower case helvetica medium 1 1/2inch capital letter height, centered. Average line length—nine characters per line.

(2) *Sign grid 2 specifications.*
   (a) Colors. White letters and numbers on black background. Pictograph—black "P" on white background.
   (b) Dimensions. 1ft-6in. H x 1ft-0in. W.
   (c) Message. Parking directive—upper and lower case helvetica medium, 1 1/2-inch capital letter height, centered. Average line length—nine characters per line.

(3) *Sign grid 3 specifications.*
(a) *Colors.* White letters and symbol on required blue background.
(b) *Dimensions.* 1ft-6in. H x 1ft-0in. W.

(c) *Message.* Parking directive—upper and lower case helvetica medium 1 1/2-inch capital letter height, centered. Average line length—nine characters per line.

Figure 3–71. Exterior mandatory/prohibitory sign type G5—parking sign grids.

(4) *Sign plaque specifications.*
(a) *Colors.* Black letters and numbers on standard white background.

(b) *Dimensions.* 6in. H x 1ft-0in. W.
(c) *Message.* Parking directive—upper and lower case helvetica medium 1-inch capital

letter height, centered. Average line length—14 characters per line.

(5) *Sign grids.* Figure 3-71.

f. Parking. Type G6 signs have been designed to identify reserved parking stalls as
I shown in figure 3-70, and to supplement the *Manual on Uniform Traffic Control* Devices parking standards. Parking regulations for the physically handicapped are given in paragraph 3-9e.

Type G6 signs may be free-standing or wall-mounted. In addition, curb markings are recommended since they are less obtrusive than sign panels on vertical posts. Sign placement

guidelines should follow guidelines in the *Manual on Uniform Traffic Control Devices.*

(1) Sign grid 1 specifications.

(a) Colors. Black letters and numbers on white background.

(b) Dimensions. 1ft-0in. H x 1ft-0in. W.

(c) Message. Parking directive—upper and lower case helvetica medium, 1 1/2-inch capital letter height, centered. Average line length—nine characters per line. Name-upper and lower case helvetica medium l-inch capital letter height, centered. Average line length—14 characters per line.

Sign grid, 1′0″ H × 1′0″ W sign panel

Curb Markings

Figure 3–72.   Exterior mandatory/prohibitory sign type G6—parking sign grid.

(2) *Sign grid 2 specifications.*

(a) Colors. Black letters and numbers on white background.

(b) Dimensions. 1 ft-0in. H × 1 ft-0in. W.

(c) Message. Parking directive—upper and lower case helvetica medium, 1½-inch capital letter height, centered. Average line length—nine characters per line. Name—upper and lower case helvetica medium, 1½-inch capital letter height, centered. Average line length—nine characters per line.
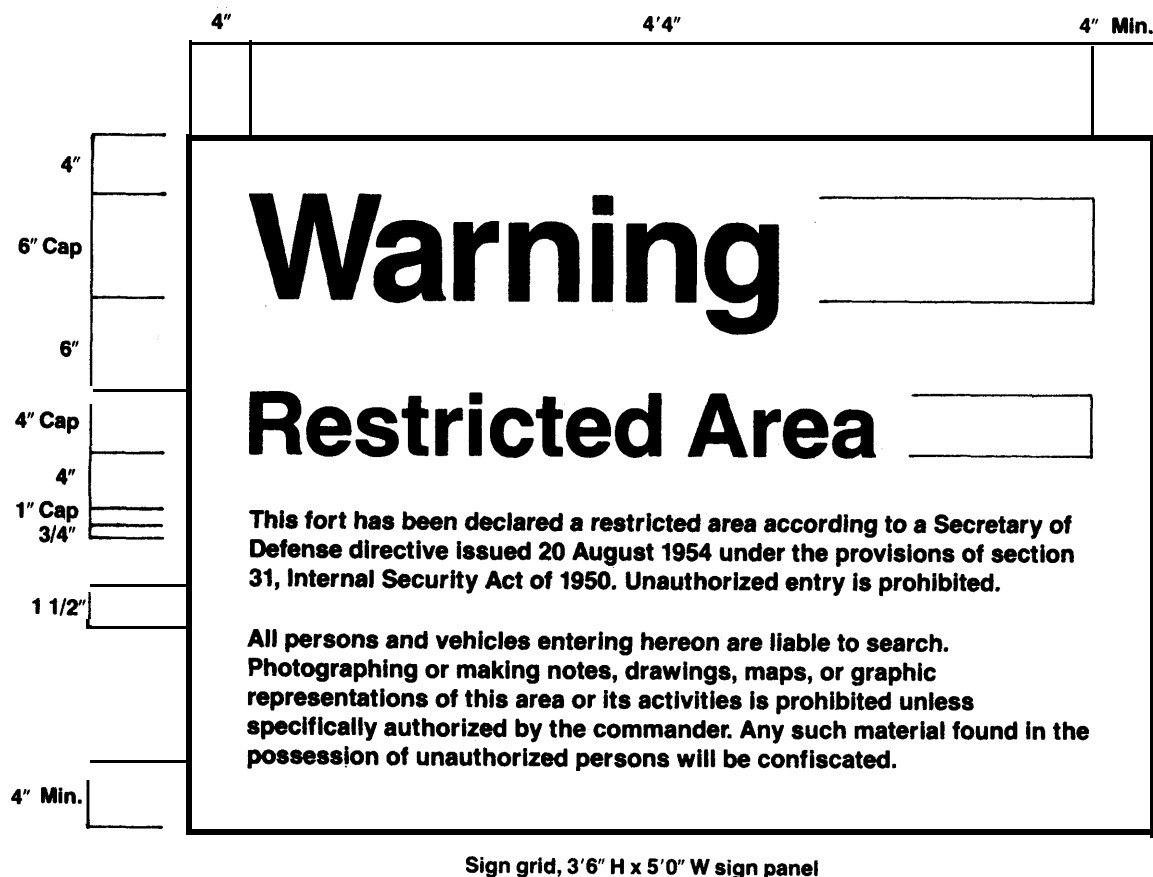
(3) *Curb marking specifications.*

(a) Colors. Black letters and numbers on white background.

(b) Dimensions. 5in. H × width of stall.

(c) Message. Name—upper and lower case helvetica medium, 2-inch capital letter height, centered.

(4) *Sign grids.* Figure 3–72.

g. Special traffic. Type G7 signs which identify special traffic conditions, such as tactical equipment limits and trail crossings, follow

guidelines established in *Traffic Engineering for Better Signs and Markings* published by the Military Traffic Management Command and standards in the *Manual on Uniform Traffic Control Devices.*

3-10. Informational signs. Information signs are used to provide educational information and directional guidance for visitors. There are two type of signs:

—Sign type H1, exhibit information.

—Sign type H2, pedestrian information.

Graphics on sign type H1 appear on only one side of the sign, since these signs are located in front of an exhibit or placed parallel to a roadway or sidewalk. Graphics on sign type H2 generally appear on both sides of the sign to permit viewing by people moving in both directions. An overview of these signs is shown in figure 3-73. Sign placement guidelines are described in paragraph 3-11. Sign structures are given in appendix A.

Figure 3–73. Informational signs.

a. Exhibit. Type H1 signs are used to display information on exhibits of a large or small scale. An example of a type H1 sign is shown in figure 3-74. To facilitate reading, the sign panel is placed at an angle on the sign base. For each exhibit the amount of text and number of illustrations

to be shown will vary. To position body copy and illustrations the sign grid is divided into columns as appropriate. A sample sign grid is shown in figure 3–75. The capital letter height will depend on the amount of text to be used. Graphics appear on only one side of these signs.

Figure 3–74.   Exterior informational sign type H1—exhibit.

(1) *Colors.* Header—white letters and numbers on standard brown background. Sign body—standard brown letters and numbers on white background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 1ft-6in. H x 2ft-0in. W.

(b) *Message.* Header title—upper and lower case helvetica medium, 1 1/2-inch capital letter height, flush left. Average line length—31 characters per line.

(3) *Sign grid.* Figure 3-75.

b. Pedestrian. Type H2 signs provide directional guidance for pedestrians as shown in figure 3–76. These signs are fabricated from modular sign panels with one destination per panel so that messages can be changed without remaking the entire sign face. Pedestrian signs

which are not expected to receive frequent message changes should be fabricated from a single sign panel. Messages are grouped in the following order according to their arrow direction: forward, left, and right. In addition, placement of the message on the sign panel is determined by the arrow direction; destinations forward and left have flush left messages, destinations right have flush right messages. The arrow is centered in the space between the message and the edge of the sign. No more than six panels may be mounted on a single base with a maximum of one message line per panel.

(1) *Colors.* White letters, numbers, arrows, and rules on standard green background.

(2) *Sign grid specifications.*

(a) *Dimensions.*   6 in. H x 3ft-0in. W.

(b) Message. Destination name—upper and lower case helvetica medium, 2-inch capital letter height, flush right or left depending on destination direction. Average line length—18 characters per line.

(c) Arrow. Standard arrow (fig. 2-6).

(d) Rule. 1/8-inch wide white tape.

(3) *Sign grid.* Figure 3-77.

Figure 3-75. Exterior informational sign type H1—exhibit sign grid.

Figure 3-76. Exterior informational sign type H2—pedestrian.

Center the arrow in the space
between the message and
the edge of the sign

5″   2′2″   5″

2″
2″ Cap
2″

↑ Commissary ⬜

6″   ← Cinema   ⬜

6″   ⬜ Post Exchange →

6″   ⬜ NCO Club →

6″   ⬜ Credit Union →

1/8″ rule

6″   ⬜ Bowling Center →

Sign grid, Variable height x 3′0″ W sign panel

Figure 3–77.   Exterior informational sign type H2—guide sign grid.

3-11. Sign placement guidelines. Based on speed and direction of travel, sign placement should allow adequate reaction time for destination identification and changes in direction by the user. Concurrently, traffic hazards caused by signs either from proximity to the right-of-way or from visual obstruction should be avoided. Breakaway or yielding sign supports in accordance with local state standards and/or approved by the Federal Highway Administration should be provided for signs placed less than 12 feet from the edge of the roadway. Placement standards for traffic control signs, which include sign types G5 and G6 are given in the Manual on Uniform Traffic Control Devices (MUTCD). Other designs should be placed using the guidelines below which are intended to meet or exceed MUTCD standards. It is recommended that proposed sign locations be staked and checked by the facility engineer for visibility and interference from or with other structures at the site before erection of the signs.

a. Setback guidelines. A minimum setback of 12 feet is recommended, whenever possible, for all identification, warning, informational, and motivational signs. Setback guidelines are illustrated in figure 3–78.

(1) *Rural areas.* In rural or outlying areas, signs should be placed with a minimum setback of 12 feet from the edge of a roadway without a paved shoulder or curb and 6 feet from the edge of any paved shoulder or face of curb.

(2) *Urban areas.* In urban areas where preferred minimum setbacks are impractical, signs should be placed a minimum of 6 feet from the edge of the roadway or paved shoulder and 2 feet from the face of any curb. Where the sidewalk width is limited of where existing poles are close to the curb, signs may be placed 1 foot from the face of the curb.

b. Location guidelines. Since site conditions vary greatly, guidelines must be general and sign locations must ultimately rely on the use of good judgement.

(1) *Identification signage.* Installation and major facility identification signs should be placed parallel to the flow of traffic with a setback of 20 to 30 feet from the edge of the roadway. Other building or facility identification signage should be located close to the entrance or vehicular access point and perpendicular to the road to permit viewing by traffic moving in both directions. An example of location guidelines is given in figure 3–79. Building entrance signs should be wall-mounted adjacent to the entry point. Preferred sign placement is to the

left of double door entrances and to the side opposite the hinges on a single door. Building numbers should be placed on the sides of a building only where rapid identification is necessary.

(2) Motivational signage. Installation motivational signs should be placed inside the main gate and perpendicular to the roadway to permit viewing by traffic entering the installation. Standard motivational signs should be placed in designated open areas free from other signs or obstructions. These signs should be placed parallel to the flow of traffic and have a minimum setback 12 feet from the edge of the roadway. Unit motivational signs should be placed parallel to the flow of traffic and located so that they do not conflict with building identification signs.

(3) *Informational signs.* Exhibit signs should be placed in the vicinity of the exhibit, oriented toward the principal direction from which a visitor would view the exhibit. Pedestrian guide signs should be located perpendicular to the pathway with a minimum setback of 1 foot from the edge of the sidewalk or pathway.

Figure 3–78. Exterior sign placement setback guidelines.

Figure 3–79. Exterior primary installation or facility entrance location guidelines.

CHAPTER 4
INTERIOR SIGNS

4-1. Master plan. In order to assure that all installation signage communicates clearly in an efficient and systematic way, it is strongly recommended that an interior sign master plan be prepared for each building on the installation. This plan should show the location and content of every proposed interior guide, identification, informational, and mandatory/prohibitory sign. A sign master plan consists of two parts, the sign location plan and the sign schedule.

a. Sign location plan. A sign location plan similar to the one shown in figure 4-1 should be prepared using a current floor plan which shows all partitions, core areas, and other major features for each building level. To prepare a sign location plan, determine the message content, sign type, and preliminary location of each required sign using guidelines in this manual. Field verify the preliminary locations and, if necessary, modify those locations to accommodate existing conditions. After final locations are established, assign and record a sequential number for each sign on the sign location plan.

b. Sign schedule. A sign schedule such as that shown in figure 4-2 should be prepared indicating all signs required or proposed and using the assigned location numbers. This schedule should include the sign number, building and floor number, room number (if appropriate), exact message, sign type, and structural drawing. To provide a basis for an effective maintenance program, include the location, date of erection and purpose (if appropriate) of each sign in the schedule. The date of erection should be permanently affixed to the back of each sign.

4-2. System organization. The system is primarily comprised of a logical progression of sign types which direct travel to areas or offices within a building and identify each destination. The basic sequence consists of—
    —Identification of the building.
    —Orientation to the building.
    —Direction to areas or offices via floor and room numbers.
    —Identification of destinations.
    —Identification of personnel in an area or office.
This progression of signs is supplemented by information and mandatory/prohibitory signage. Facilities which receive a high volume of non-repeat visitors may require additional directional signage. Consistent and widely understood nomenclature must be used on all signs to avoid confusion. In areas where English is but one of two or more languages commonly spoken, signs should contain the local language in addition to English.

4-3. Guide signs. Guide signs locate areas, offices, and personnel within a building and direct travel to those destinations. Guidance is based on a room numbering system with the exception of supplemental directional signs which may name an area or office commonly used by non-repeat visitors. When used together, these signs provide an essential and efficient means for routing interior travel. Signs should be placed at critical points where decisions are necessary for movement to a destination—opposite the elevators, opposite stairways, and at corridor intersections. Guide signs consist of six types:
    —Sign type AAl, building directory.
    —Sign type AA2, floor directory.
    —Sign type AA3, area or small floor directory.
    —Sign type AA4, wall-mounted directional sign for three or more destinations.
    —Sign type AA5, wall-mounted directional sign for one or two destinations.
    —Sign type AA6, ceiling-mounted directional sign for one or two destinations.
An overview of these signs is shown in figure 4-3. Sign structures are given in appendix B.

a. Building directory. Type AAl building directory signs are located inside a primary building entrance where they are clearly visible to entering traffic and do not impede circulation. An example of this type of sign is given in figure 4-4. The sign header panel consists of the building name or primary service and title of a major organization, such as the Headquarters facility or a military unit. If the building does not have a designated title or primary service, the building number may be used. The changeable directory listing consists of the areas, offices and personnel located within the facility. Each directory board is divided in 2ft-7 1/2in. H x 2ft-0in. W modular units and a 10 1/2-inch H continuous header panel. The width of the sign maybe 2ft-0in., 4ft-0in. or 6ft-0in. depending on the number of modules required. Listings are fabricated on individual magnetic strips which allows installation personnel to make changes with minimal maintenance. Although no inventory of messages is required, lead time is necessary for manufacturers to prepare ordered messages. Insignias, branch colors or unit mottos are not recommended for use on type AAl signs. Secondary destinations, such as offices within a department or services within an office, should be indented 2 inches from the line above. If space allows, a blank message strip should be left between group listings.

    (1) *Colors.* White letters and numbers on a black background.
    (2) *Sign grid 1 specifications.*

Figure 4-1. Example of a sign location plan.

Headquarters
Sign Schedule

Sign Number	Floor	Sign Type	Size	Message	Drawing Number	Date of Installation	Remarks
1	10	BB7	9''H x 6'W	Women	B-5	--	
2	10	BB7	9''H x 6'W	Men	B-5	--	
3	10	DD1	6''H x 9'W	Stairs	B-5	--	2 Line Plaque
4	10	CC1	3'6''Hx4'0'W	Floor Map (See Schedule B)	B-2	--	
5	10	AA2	3'6''Hx2'0'W	Floor Directory (See Schedule A)	B-1	--	
6	10	AA5	5½''Hx1'6''W	← 1011 to 1018 1019 to 1050 →	B-3	--	
9	10	DD1	6''H x 9'W	Stairs		--	2 Line Plaque
10	10	BB2	9'' x 9''	1018 John R. Strong	B-4	--	
11	10	BB2	9'' x 9''	1017 Allen Green	B-4	--	

Figure 4-2. Example of a sign schedule.

Type AA1

Types AA2, AA3

Types AA4 AA5, AA6

Figure 4-3. Interior guide signs.

(a) Dimensions. 3ft-6in. H x 6ft-0in. W.

(b) Header message. Building or military unit name—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—48 characters per line. Service name—upper and lower case helvetica regular, 2-inch capital letter height, flush left. Average line length-56 characters per line. Building number—helvetica medium, 4-inch " number height, flush left.

(c) Directory listing. Areas, offices or names—upper and lower case helvetica medium, 3/4 -inch capital letter height, flush left. Average line length-38 characters per line. Each module has 21 message strips.

(3) *Sign grid.* Figure 4-5.

(4) *Sign grid 2 specifications.*

   (a) Dimensions. 3ft-6in. H X 4ft-0in. W.

(b) Header message. Building or military unit name—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—31 characters per line. Service name-upper and lower case helvetica regular, 2-inch capital letter height, flush left. Average line length-36 characters per line. Building number—helvetica medium, 4-inch capital letter height, flush left.

(c) Directory listing. Areas, offices or names—upper and lower case helvetica medium, 3/4 -inch capital letter height, flush left. Average line length—38 characters per line. Each module has 21 message strips.

b. Floor directory. Type AA2 floor directory signs are located in elevator lobbies where they are clearly

Figure 4-4. Interior guide sign type AA1—building directory.

2"   1'8"   2" 2"   1'8"   2" 2"   1'8"   2"

2 1/2

2" Cap

2 Cap

3"

21 1 1/2" Strips

Headquarters
9th Infantry Division

Administration Communications Branch	119	Finance and Accounting	116	Pass and Identification	129
		Military Pay	229	Executive Officer	204
Civilian Personnel Office	307	Civilian Pay	230	Senior Enlisted Advisor	324
Staffing Section	212	Travel Pay	305		
Employee Regulations Section	304	Commercial Services	129	Staff Judge Advocate	238
				Claims Office	231
Commander	237	Installation Administration	242	Legal Assistance Office	340
Deputy Commander	241	Documentation Branch	300	Notary Service	234
Executive Officer	128	Administration Orders Branch	233	Contracts	188
Senior Enlisted Advisor	124	Publications Branch	334		
Administration	238	Master Reference Library	152	Telecommunications Center	330
Conference Room	231			Administration	307
		Military Personnel Office	234	Data Management	212
Equal Employment Opportunity Office	301	Chief of Military Personnel	188		
Employee and Career Development	346	Chief of Civilian Personnel	226		
Retirement	102	Placements and Applications	133		
		Staffing Section	116		
		Employee Regulations Section	246		

Sign grid 1, 3'6" H x 6'0" W sign panel

2"

1/4"

3/4" Cap   **Admi**   1 1/2"

1/2"

Message strip

Figure 4-5. Interior guide sign type AA1 — building directory sign grid.

Headquarters
1st Cavalry Division

2 1/2'
2" Cap
1"
2" Cap
3"

21 1 1/2" Message strips

Administration Communications Branch	119	Finance and Accounting	116
		Military Pay	229
Civilian Personnel Office	307	Civilian Pay	230
Staffing Section	212	Travel Pay	305
Employee Regulations Section	304	Commercial Services	129
Commander	237	Installation Administration	242
Deputy Commander	241	Documentation Branch	300
Executive Officer	128	Administration Orders Branch	233
Senior Enlisted Advisor	124	Publications Branch	334
Administration	238	Master Reference Library	152
Conference Room	231		
		Military Personnel Office	234
Equal Employment Opportunity Office	301	Chief of Military Personnel	188
Employee and Career Development	346	Chief of Civilian Personnel	226
Retirement	102	Placements and Applications	133
		Staffing Section	116
		Employee Regulations Section	246

Sign grid 2, 3′6″ H x 4′0″ W sign panel

2"
1/4"
3/4" Cap
1/2"
1 1/2"

Finan

Message strip

Figure 4-6. Interior guide sign type AA1 — building directory sign grid 2.

visible to entering traffic and do not impede circulation as shown in figure 4-7. If the floor is not serviced by elevators, the floor directory should be located at major stairway landings. The size of type AA2 is equal to one modular unit of type AA 1 and uses the same fabrication techniques. Floor numbers are shown on the sign header panel. Listings are fabricated on individual magnetic strips which allow installation personnel to make changes with minimal maintenance. Although no inventory of messages is required, lead time is necessary for manufacturers to prepare ordered messages.

(1) *Colors.* White letters and numbers on black background.

(2) *Sign grid specifications.*

(a) Dimensions. 3ft-6in. H x 2ft-0in. W.

(b) Header message. Floor number—helvetica medium, 4-inch number height, flush left.

(c) Directory listing. Areas, offices, or names—upper and lower case helvetica medium, 3/4-inch capital letter height, flush left. Average line length—38 characters per line.

(3) *Sign grid.* Figure 4-8.

c. *Floor directory.* Type AA3 floor directory signs

Figure 4-7. Interior guide sign type AA2 — floor directory.

2"   **1'8"**   **2"**

2 1/2"

4" Cap

4"

1

Administration Communications Branch 119

Commander
    Executive Officer   128
    Senior Enlisted Advisor   124

Equal Opportunity Office
    Retirement   102

Finance and Accounting   116
    Commercial Services   129

21 1 1/2" Message strips

Sign grid, 3'6" H x 2'0" W sign panel

2"

1/4"

3/4" Cap

1/2"

Equal

1 1/2"

Message strip

Figure 4-8. Interior guide sign type AA2 — floor directory sign grid.

Figure 4-9. Interior guide sign type AA3 — floor directory.

Sign grid 1, 1'6" H x 1'0" W sign panel

Sign grid 2, 1'6" H x 1'0" W sign panel

Figure 4-10. Interior guide sign type AA3 — floor directory sign grid.

are used to identify the same information as type AA2, but are smaller in size as illustrated in figure 4-9. These signs are located in elevator lobbies where they are clearly visible to entering traffic and do not impede circulation. If the floor is not serviced by elevators, the floor directory should be located at major stairway landings. Each sign consists of a permanent header panel with the floor number or area designation plus an insert panel. The insert panel is a clear sleeve which will accept a paper or plastic insert with the names of services, sub-services, and personnel.

(1) *Colors.* White letters and numbers on black background.

(2) *Sign grid specifications.*

(a) Dimensions. lft-6in. H x 1ft-0in. W.

(b) Header message. Floor number-helvetica medium, 3-inch number height, flush left.

(c) Directory listing. Areas, offices, or names-upper and lower case helvetica medium, 3/8-inch capital letter height, flush left. Average line length—40 characters per line.

(3) Sign grid. Figure 4-10.

d. Guide. Type AA4 signs guide travel to three or more destinations. An example of this type of sign is shown in figure 4-11. A maximum of six or nine messages may be accommodated using two sizes of message strips. Destinations are fabricated on individual magnetic strip modules which allow installation personnel to make changes with minimal maintenance. Messages are grouped in the following order according to their arrow direction: forward, left, and right. Messages are listed within each arrow group by their proximity to the sign. Placement of the message on the sign panel is determined by the arrow direction; destinations forward and left have flush left messages; destinations right have flush right messages. The arrow" appears on the first line of each directional message group and is placed flush left or right as required. Type AA4 signs are wall-mounted.

(1) *Colors.* White letters, numbers, and arrows on black background.

Types CC1, CC2, CC3

Figure 4-11. Interior guide sign types AA4, AA5, AA6.

1 1/2"   1'3"   1 1/2"   1/4" Frame

←

Command Fi

Personnel

Cafeteria

→

eering

tenance

9 2" Message strips

3" Message strips

Sign grid 1   Sign grid 2

1'6" x 1'6" sign panel

1 1/2"   1 1/2"

1/4"   1/2"

2'   1 /2" Arrow   2" Arrow   3"

1/4'   1/2"

1/4'   1/2"

←

Cong

1" Cap   1 1/2" Cap

2"   3"

3/4"   1"

Sign grid 1   Sign grid 2

2" H x 1'6" W message strip   3" H x 1'6" W message strip

Figure 4-12. Interior guide sign type AA4 — wall-mounted guide sign grid.

(2) *Sign grid 1 specifications.*

(a) *Dimensions.* 1ft-6in. H x lft-0in. W,

(b) *Message.* Destination name-upper and lower case helvetica medium, 1-inch capital letter height, flush right or left depending on destination direction. Average line length-21 characters per line. Message strips-nine strips per sign.

(c) *Arrow.* Standard arrow (fig. 2-6).

(3) *Sign grid 2 specifications.*

(a) *Dimensions.* lft-6in. H x lft-6in. W.

(b) *Message.* Destination name—upper and lower case helvetica medium, 1 1/2-inch capital letter height, flush right or left depending on the destination direction. Average line length— 14 characters per line. Message strips—six strips per sign.

(c) *Arrow.* Standard arrow (fig 2-6).

(4) *Sign grids.* Figure 4-12.

e. Guide. Type AA5 signs guide travel to one or two destinations as indicated in figure 4-11. Messages may include areas, offices, or room numbers. These signs are fabricated from modular sign panels with one destination per panel so that messages can be changed without remaking the entire sign face. Guide signs which are not

expected to receive frequent message changes should be fabricated from a single sign panel. Messages are grouped in the following order according to their arrow direction: forward, left, and right. Placement of the message on the sign panel is determined by the arrow direction; destinations forward and left have flush left messages, destinations right have flush right messages. Messages are listed within each group by their proximity to the sign. The arrow is centered in the space between the message and the edge of the sign. If space does not allow multiple opposite directions to be shown on the AA5 signs or more than two destinations are required, use sign type AA4.

(1) *Colors.* White letters, numbers, and arrows on black background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 2 3/4in. H x 1ft-6in. W.

(b) *Message.* Destination name or number—upper and lower case helvetica medium, 1-inch capital letter height, flush right or left depending on destination direction. Average line length—l 8 characters per line.

(c) *Arrow.* Standard arrow fig. 2-6).

(3) *Sign grid.* Figure 4-13.

Sign grid 2 3/4″ H x 1′6″ W sign panel

Figure 4–13. Interior guide sign type AA5 — wall-mounted guide sign grid.

f. Guide. Type AA6 signs identify destinations similar to type AA5, but are ceiling-mounted as illustrated in figure 4-11. These signs are fabricated from modular sign panels with one destination per panel so that messages can be changed without remaking the entire sign face. Guide signs which are not expected to receive frequent message changes should be fabricated from a single sign panel. Messages are grouped in the following order according to their arrow direction: forward, left, and right. Messages are listed within each arrow group by their proximity to the sign. Placement of the message on the sign panel is determined by the arrow direction; destinations forward and left have flush left messages; destinations right have flush right messages. The arrow is centered in the space between the message and the edge of the sign. If space allows, opposite directions may be shown on the same line.

(1) *Colors.* White letters, numbers, and arrows on black background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 4in. H x 2ft-0in. W.

(b) *Message.* Destination name or number—upper and lower case helvetica medium, 1 1/2-inch capital letter height, flush right or left depending on destination direction. Average line length— 13 characters per line.

(3) *Sign grid.* Figure 4-14.

Figure 4-14. Interior guide sign type AA6 — ceiling-mounted guide sign grid.

4-4. Identification signs. Identification signs name major areas, offices, room numbers, and personnel. These signs are located at the main entrances of an area or office and in the case of desks and partitioned offices, at individual workstations. Identification signs consist of seven types:

—Sign type BB1, primary office, identifies a major office or area, such as a wing or annex.

—Sign type BB2, office, identifies offices not covered by type BB1.

—Sign type BB3, office, identifies offices similar to type BB2, but is projected from the wall.

—Sign type BB4, room number.

—Sign type BB5, partitioned office.

—Sign type BB6, desk plaque.

—Sign type BB7, public service.

An overview of these signs is shown in figure 4-15. Sign structures are given in appendix B.

Figure 4-15. Interior identification signs.

a. Primary office. Type BB1 signs identify a major area or office as illustrated in figure 4-16. The sign consists of the name of the area or office, major service, and sub-services.

(1) *Colors.* White letters and numbers on black background.

(2) *Sign grid specifications.*

(a) *Dimensions.* lft-6in. H x lft-6in. W.

(b) *Header message.* Name of area or office-upper and lower case helvetica medium, 1 1/2-inch

capital letter height, flush left. Average line length—17 characters per line.

(c) *Directory listing.* Major service name-upper and lower case helvetica medium, 3/4-inch capital letter height, flush left. Average line length—34 characters per line. Sub-service name-upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length-34 characters per line. Sub-service listings may be indented 1 1/2-inch.

(3) *Sign grid.* Figure 4-17.

Figure 4-16. Interior identification sign type BB1 — primary office.

1″   1′4″   1″ Min.

1″

1 1/2″ Cap

6 3/4″   3/4″

1 1/2″ Cap

2″

9 1 1/4″ Message strips

Command⬜

Finance⬜

Pay inquires
Melvin Curtis
Civilian Pay
Stephen Alexander

Sign grid, 1′6″ H x 1′6″ W sign panel

1″

1/8″

3/4″ Cap

1 1/4″

3/8″

1/8″

1/2″ Cap

1 1/4″

5/8″

Pay Ir Primary heading

Melvi Secondary heading

Message strips, 1 1/4″ H x 1 1/6″ W

Figure 4-17. Interior identification sign type BB1 — primary office sign grid.

Figure 4-18. Interior identification sign type BB2 — office.

b. Office. Type BB2 signs identify offices not covered by type BB1. An example of this type of sign is shown in figure 4-18. The sign consists of a header strip with the room number and an insert panel. The insert panel is a clear sleeve which will accept a paper or plastic insert with the name of the service or personnel.

(1) *Colors.* Header—white letters and numbers on black background. Insert panel-black letters on white background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 9in. H x 9in. W.

(b) *Header message.* Room number—helvetica medium, 1 1/2-inch number height, flush left.

(c) *Insert card message.* Service name-upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length-22 characters per line. Sub-service or personnel name-upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length—26 characters per line.

(3) Sign grid. Figure 4-19.

c. Office. Type BB3 signs identify the same information as type BB2, but are placed perpendicular to the

Sign grid, 9″ H x 9″ W sign panel

Figure 4-19. Interior identification sign type BB2 — office sign grid.

wall as shown in figure 4-20. These signs are used where space or visual obstruction do not allow the use of type BB2 wall-mounted signs.

Figure 4–20. Interior identification sign type BB3—office.

(1) *Colors.* Header—white letters and numbers on black background. Insert panel—black letters on white background.

(2) *Sign grid specifications.*

    (a) Dimensions. 6in. H x 9in. W.

    (b) Header message. Room number—helvetica medium, 1 1/2-inch number height, flush left.

    (c) Insert card message. Service name—upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length—22 characters per line.

(3) *Sign grid.* Figure 4-21.

Sign grid, 6″ H x 9″ W sign panel

Figure 4–21. Interior identification sign type BB3—office sign grid.

d. Room number. Type BB4 signs identify the room number as shown in figure 4-22.

Figure 4–22. Interior identification sign type BB4—room number.

(1) *Colors.* White letters and numbers on a black background.

(2) *Sign grid specifications.*

(a) *Dimensions.* 3 in. H x 9in. W.

(b) *Room number.* Helvetica medium, 1 1/2-inch number height, flush left.

(3) *Sign grid.* Figure 4-23.

Sign grid, 3″ H x 9″ W sign panel

Figure 4–23. Interior identification sign type BB4—room number sign grid.

e. Partitioned office. Type BB5 signs identify office and personnel in low partitioned areas as shown in figure 4-24. These signs should be located on the corner of the partition closest to traffic circulation. The sign consists of a header panel with the room number and an insert panel.

The insert panel is a clear sleeve which will accept a paper or plastic insert with the name of the service or personnel.

(1) *Colors.* Header—white letters and numhers on a black background. Insert panel—black letters on white background.

Figure 4-24. Interior identification sign type BB5 — partitioned office.

(2) *Sign grid specifications.*

(a) *Dimensions.* 6in. H x 6in. W.

(b) *Header message.* Office number—helvetica medium, 1-inch number height, flush left. Average line length-seven characters per line.

(c) *Insert card message.* Service or personnel name-typewritten on a 3-inch x 5-inch white card, flush left.

(3) *Sign grid.* Figure 4-25.

f. *Desk plaque.* Type BB6 signs identify individual personnel and their title or function as illustrated in figure 4-26. The sign may be used with or without a base. Without the base, these signs may be mounted on the office partition, instead of type BB5.

(1) *Colors.* White letters and numbers on black background.

Sign grid, 6" H x 6" W sign panel

Figure 4-25. Interior identification sign type BBS — partitioned office sign grid.

Figure 4-26. Interior identification sign type BB6 — desk plaque.

9"

1 3/4"

(2) *Sign grid 1 specifications.*

(a) Dimensions. 1 3/4in. H x 9in. W.

(b) Message. Name—upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length-23 characters per line,

(3) *Sign grid 2 specifications.*

(a) Dimensions. 2in. H x 9in. W.

(b) Message. Name—upper and lower case helvetica medium, 1/2-inch capital letter height, flush left. Average line length—23 characters per line. Service or title—upper and lower case helvetica regular, 3/8-inch capital letter height, flush left. Average line length-30 characters per line.

(4) *Sign grids.* Figure 4-27.

g. Public service. Type BB7 signs identify public services, such as restroom, first aid station, and telephone. Figure 4-28 illustrates this type of sign. The sign consists of a service symbol (para 2-5a) and the service name. If the name of the service is over seven

Figure 4-27. Interior identification sign type BB6 — desk plaque sign grid.

Figure 4-28. Interior identification sign type BB7 — public service.

characters, reduce the capital letter height to 3/4-inch as shown in figure 4-29, expanded sign grid.

(1) *Colors.* White letters on black background. Pictograph—specified in paragraph 2-5a.

(2) *Sign grid specifications.*

(a) Dimensions. 9in. H x 6in. W.

(b) Message. Service name—upper and lower case helvetica medium, 1-inch capital letter height, flush left. Average line length—seven characters per line.

(3) *Expanded sign grid specifications.*

(a) Dimensions. 9in. H x 6in. W.

(b) Message. Service name-upper and lower case helvetica medium, 3/4-inch capital letter height, flush left. Average line length—1 1 characters per line.

(4) *Sign grids.* Figure 4-29.

4-5. Informational signs. Informational signs orient and inform visitors to the activities within each building. Informational signs consist of—

—Sign type CC1—building map.
—Sign type CC2—bulletin board.
—Sign type CC3—genera.l information.

An overview of these signs is shown in figure 4-30. Sign structures are given in appendix B.

a. Building map. Type CC1 signs display a simplified building or floor map of the facility for visitor orientation as shown in figure 4-31. Building and floor maps identify primary and secondary destinations, circulation routes, stairwells, exits, and the location of the person using the map. Destinations receiving a major por-

Figure 4-29. Interior identification sign type BB7—public sign grid.

Figure 4-30. Interior informational signs.

tion of visitor traffic should be graphically emphasized on the map which should include a map legend. To simplify reading the building map, color should be used to code special areas or offices, wings, corridors, elevators, stairwells, and exits. Color for fire exits should be red only. The size of the sign maybe increased or decreased in 6-inch increments as appropriate for the area to be illustrated and the placement site. These signs should be located inside the primary building entrance where they are clearly visible to entering traffic and do not impede circulation. Since building maps are usually complex and perform such an important function, it is

recommended that they be designed by a graphic design professional.

(1) *Colors.* Header—white letters on black background. Map—black letters, numbers, and site markings on a white background. Color coding may be used to facilitate reading.

(2) *Sign grid specifications.*

(a) Dimensions. 3ft-6in. H x 4ft-0in. W.

(b) Header message. Titles—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length—30 characters per line.

(3) *Sign grid.* Figure 4-32.

Figure 4-31. Interior informational sign type CC1 — building map.

2"   3'8"   2"

1 1/2"
2" Cap   **Building Map**
2 1/2"

2" Min.

2'8"   Map Area

2" Min.

Sign grid, 3'6" H x 4'0" W sign panel

Figure 4-32. Interior informational sign type CC1 — building map sign grid.

b. Bulletin board. Type CC2 signs are used to notify visitors of facility activities, regulations and memoranda as illustrated in figure 4-33. The appearance of the bulletin board depends on the visual quality of the materials mounted on it and their maintenance. The header strip should have a general title, such as "Notices" or "Information."

(1) *Colors.* Header —white letters and numbers on black background. Cork—grey.

(2) Sign *grid specifications.*

(a) Dimensions. 3ft-6in. H x 6ft-0in. W.

(b) Header message. Title—upper and lower case helvetica medium, 2-inch capital letter height, flush left. Average line length-47 characters per line.
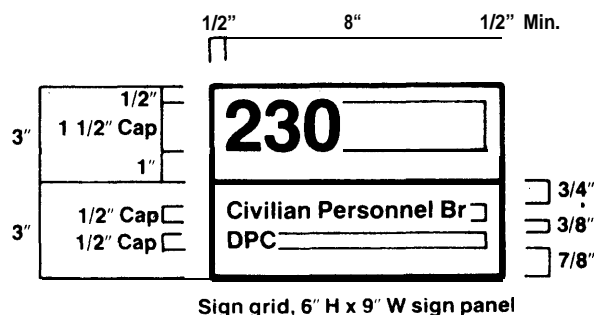
(3) *Sign grid.* Figure 4-34.

c. General information. Type CC3 signs provide general information for visitors as required. An example of this type of sign is given in figure 4-35. Several sample messages are shown in figure 4-16.

(1) *Colors.* White letters and numbers on black background.

(2) *Sign grid 1 specifications.*

(a) Dimensions. lft-6in. H x lft-6in. W.

(b) Message. Upper and lower case helvetica medium, 2-inch capital letter height, centered. Average line length—10 characters per line.

(3) *Sign grid 2 specifications.*

(a) Dimensions. 9in. H x 9in. W.

(b) Message. Upper and lower case helvetica medium, 1-inch capital letter height, centered. Average line length— 10 characters per line.

(4) *Sign grids.* Figure 4-36.

4-6. Mandatory/prohibitory signs. Mandatory/prohibitory signs restrict, warn, and advise visitor and installation personnel in matters of Army security and safety. Mandatory/prohibitory signs consist of two types:

—Sign type DD1, mandatory/prohibitory.

—Sign type DD2, mandatory/prohibitory, identifies the same information as type DD1, but is smaller in size.

An overview of these signs is shown in figure 4-37. Sign structures are given in appendix B.

Figure 4-33. Interior informational sign type CC2 — bulletin board.

2"   5'8"   2"

1 1/2"
2" Cap

Notices

2 1/2"

3'0"

Display Area

2" Min.

Sign grid, 3'6" H x 6'0" W sign panel

Figure 4-34. Interior informational sign type CC2 — bulletin board sign grid.

1'6" 9"

Pass
Photo
Waiting
Area

Enter
Line
Here

1'6'

9"

5'6" 5'6"

Figure 4-35. Interior informational sign type CC3 — general information.

Sign grid 1, 1'6" H x 1 1/6" W sign panel

2" Min.	1'2"	2" Min.

2"   1"

2" Cap   1" Cap

1"   1/2"

Please
Register At
Desk Upon
Arrival

2" Cap   1" Cap

1"   1/2"

2" Cap   1" Cap

1"   1/2"

2" Cap   1" Cap

1"   1/2"

2" Cap   1" Cap

2"   1/2"

1" Min.	7"	1" Min.

Sign grid 2, 9" H x 9" W sign panel

Pass
Photo
Waiting
Area.

1'6" x 1'6"

**Enter
Line
Here**

9" x 9"

Figure 4-36. Interior informational sign type CC3 — general information sign grid.

9″

9″

6″

No
Entry

5′6″

Type DD1

Equal 6″ Equal

6″

3″

No
Smoking

5′6″

Type DD2

Figure 4-37. Interior mandatory/prohibitory signs.

a. Mandatory/prohibitory. Type DD1 signs consist of a basic sign panel and two- or three-line plaque as shown in figure 4-37. The basic sign panel displays a regulatory symbol (para 2-5c) and may be used with a sign plaque below to reinforce the meaning of the symbol. If appropriate, the sign plaque maybe used alone. Type DD1 signs are intended to be wall-mounted.

(1) *Colors.* Black letters and numbers on white backgroud. Pictograph—specified in paragraph 2-5c.

(2) *Sign grid specifications.*

(a) *Dimensions.* 9in. H x 9in. W.

(b) *Symbol.* 7 1/2-in. H x 7 1/2in. W.

(3) *Sign plaque grid specifications.*

(a) *Dimensions.* 6in. H x 9in. W.

(b) *Message.* Directive—upper and lower case helvetica medium, 1 1/2-inch capital letter height,

centered. Average line length—seven characters per line.

(4) *Extended sign plaque grid.*

(a) *Dimensions.* 6in. H x 9in. W.

(b) *Message.* Directive —upper and lower case helvetica medium, l-inch capital letter height, centered. Average line length—10 characters per line.

(5) *Sign grids.* Figure 4-38.

b. Mandatory/prohibitory. Type DD2 signs are intended to be door-mounted, as illustrated in figure 4-37, and are intended to display the same information as type DD1.

(1) *Colors.* Black letters and numbers on white background. Pictograph—specified in paragraph 2-5c.

(2) *Sign grid specifications.*

(a) *Dimensions.* 6in. H x 6in. W.

(b) *Symbol.* 5in. H x 5in. W.

(3) *Two-line plaque grid specifications.*

(a) *Dimensions.* 3in. H x 6in. W.

(b) *Message.* Directive—upper and lower' case helvetica medium, 1/2-inch capital letter height, centered. Average line length— 14 characters per line.

(5) *Sign grids.* Figure 4-39.

Sign grid, 9″ H x 9″ W sign panel

Plaque grid, 6″ H x 9″ W sign panel

Expanded plaque grid

Sign grid, 6″ H x 6″ W sign panel

Two line plaque grid, 3″ H x 6″ W sign panel

Three line plaque grid, 3″ H x 6″ W sign panel

Figure 4-38. Interior mandatory/prohibitory sign type DD1 —

mandatory/prohibitory sign grids.

Figure 4-39. Interior mandatory/prohibitory sign type DD2 —

mandatory/prohibitory sign grids.

APPENDIX A
EXTERIOR SIGN FABRICATION OPTIONS

A-1. General. Since the cost effectiveness and availability of materials and finishes vary throughout the country and over time, select material which meet the specific needs of the installation. The final material selection and fabrication decisions (see figs. A–1 through A–13) should be based on product quality performance standards, installation sign shop capabilities, and the long term needs of each installation. The recommended post color is a medium value tan. Colors which are too light or dark, such as white or black, may be hazardous due to poor visibility. All colors should match appropriate color standards listed in paragraph 2–3 of this manual.

A-2. Sign panel finish options.

a. Baked enamel. Factory-finished baked enamel provides the most durable and cost effective finish available. Alkyd, acrylic, epoxy, or urethane enamels may be used. Factory-finished alkyd baked enamel is widely available.

b. Reflective sheeting. Reflective sheeting provides good nighttime visibility. An equally acceptable finish for nighttime visibility can be achieved by mounting reflective graphics on a baked enamel sign panel. Sheeting may have a pre-coated pressure sensitive adhesive backing (Class 1) or a tack free heat activated adhesive (Class 2). Reflective sheeting is susceptible to deterioration under conditions of intense heat exposure.

c. *Vinyl sheeting.* Non-reflective vinyl sheeting may also be used as a sign panel finish if a correct color match for all sign types is maintained. Sheeting may have a pre-coated pressure sensitive adhesive backing (Class 1) or a tack free heat activated adhesive backing (Class 2). Non-reflective vinyl sheeting does not require additional adhesive coats on either the backing or the application surface.

A-3. Sign post finish options. Factory-finished baked enamel provides the most durable and cost effective finish available. Alkyd and acrylic enamels can be touched up quickly in the field. Epoxy or urethane enamels, while more durable than alkyd and acrylic enamels, are more difficult to touch up because of the short pot life of the product. It is also difficult to obtain these products with a semi-gloss finish, which is specified for all Army signs. The application of fin-

ishes through the electrodeposition process prior to baking may also be used.

A-4. Graphics options. (Messages, emblems, arrows, rules and borders).

a. One-of-a-kind signs. Applied die-cut vinyl sheeting or reflective sheeting with adhesive backing may be used for unique signs such as building identification and guide signs. Die-cut reflective sheeting should be used when nighttime visibility is required. Letterforms and graphics with rounded positive or negative corners, nicked, cut, or ragged edges may not adhere tightly and evenly to the sign surface and are not recommended.

b. Multiple signs. Graphics for mass produced signs such as bus route signs and regulation signs should be silk-screened. Silk-screening executed from photoscreens prepared from a typesetter's reproductions are more accurate than hand-cut screens. The graphics for non-reflective signs may be silk-screened directly onto the painted sign face or onto adhesive backed vinyl sheeting and then applied to the sign face. The graphics for reflective signs may be silk-screened onto white reflective sheeting and then applied to the sign face. Letterforms should conform to the helvetica medium and helvetica regular letterforms described in paragraph 2–1 of this manual. Graphics with rounded positive or negative corners may not finish with a clean edge and are not recommended.

c. Decals. Decals for shields, emblems and symbols should be silk-screened onto adhesive backed vinyl sheeting or reflective sheeting, as appropriate, and die-cut for later application to the sign face.

A-5. Nighttime visibility/illumination options.

a. Reflectivity. All reflectorized signs shall conform to the requirements of Federal Specification L–S–300 and the Manual on Uniform Traffic Control Devices. This specification provides requirements for reflective sheeting for reflective sign materials in the order of their reflective performance and durability. Reflective materials shall be used as follows:

(1) L–S–300, Type I, Table III, Reflectivity II (high intensity encapsulated lens). This material shall be used for all regulatory, warning,

street name signs, directional signs, organizational signs, building identification signs and building numbers. This material provides the greatest amount of reflectivity, safety and durability. Recent documents published by the Federal Highway Administration indicates the average life of this material to be about 14 years. When considering the time and cost involved in assembly, installation, and replacement, the use of high intensity results in annual signing cost savings.

(2) L–S–300, Type I, Table II, Reflectivity I (engineer grade sheeting). This material shall be used for less critical signs, such as parking signs, warning zone signs and interior signs.

(3) All reflective cut out letters and numbers shall be reflective (high intensity) and meet Federal Specification L–S–300, Type I, Table III, Reflectivity II.

(a) Large based mounted signs, such as sign type Al and A2 should be illuminated with two 150W Parabolic Aluminized Reflector (PAR) floodlights placed in front of the sign face at the quarter points. Freestanding signs, such as sign types E2 and F1 should be illuminated by one 75W PAR spotlight. The lights are placed at ground level at a distance from the sign equal to the height of the sign. (Thus the light source for a type E2 sign, which is 6 ft.-6 in. H, is placed at a distance of 6 ft.-6 in. from the sign.)

(b) The sign face should be illuminated evenly with no hot spots. Glare from the light source should be controlled so that the illumination is confined to the sign face only. The light fixture should be unobtrusive and have a neat daytime appearance.

(c) Use weatherproof, commercial grade fixtures and fittings, code approved for exposed locations. A cylindrical shield is recommended for glare control. Set the fixture in a complete enclosure, such as a 1 ft.-O in. x 1 ft.-O in. five-sided box, or in plantings or foliage to achieve a neat daytime appearance.

(2) *Internal illumination.* Internal illumination may be used, but it can be costly and subject to vandalism. Internally illuminated signs should have a metal housing. The graphics are routed or punched out of the metal sign face and white acrylic plastic insets placed in the opening. The appearance of the sign face should duplicate the examples shown in this manual.

A-6. Sign panel options.

a. Aluminum. Aluminum sheeting is generally recommended because of its light weight, ease of handling, and corrosion resistance. Most installation sign shops have extensive experience with aluminum sheeting for traffic control signage.

b. Steel. Steel sheeting may be used on the larger installation identification signs should it prove cost effective. Galvanize all steel sheeting prior to finishing.

c. Polycarbonate. Polycarbonate sheeting may be less expensive than aluminum in some applications and is also lightweight, easy to work and corrosion resistant. In addition, it will not bend or dent. It maybe molded in color, painted or vinyl sheeting may be applied.

A-7. Sign post material options.

a. Aluminum. Aluminum posts are generally recommended because of their high strength to weight ratio, ease of handling and corrosion resistance. These features justify the additional cost for aluminum. Soil embedded aluminum posts qualify as yielding sign supports under Federal regulations, eliminating the need for breakaway or yielding connectors. See paragraph A–9.

b. Steel. Steel posts may be used for signs should they prove cost effective. Galvanize all steel posts prior to finishing. Steel posts have high strength and are less expensive than aluminum posts. However, breakaway connectors—such as slip base connectors or load concentrating couplers—are required to meet Federal safety regulations.

c. *Wood.* Wood posts are considerably less expensive than metal posts, but may cause problems in terms of maintenance, durability, and general appearance in some climates. No. 1 Structural Grade larch, fir, hemlock, lodgepole pine, or western cedar maybe used. No. 1 Structural Grade (Stress Rated) southern pine, pitch pine, virginia pine, or ponderosa pine may also be used. Soil embedded wooden posts qualify as yielding sign supports under Federal regulations. See paragraph A–9.

A-8. Foundation options.

a. Concrete footings. The use of concrete footings for all signage is strongly recommended. The post and panel structures shown in this manual are designed with low lateral stability in order to reduce material costs. Therefore the vertical stability of the sign posts is critical to the correct appearance and durability of the signs. This can only be achieved with the use of strong and secure footings which resist wind, water, ice, and similar force.

b. Soil embedment. Soil mounted sign posts

(without concrete foundation collars, soil bearing plates, or anchors) may be used on installations located in areas with minimal forest pentration, if the soil conditions provide strong and secure support for the sign posts. Soil embedment saves on initial installation costs, but may not be cost effective in the long term because of maintenance requirements.

c. Base plates. Post sleeves or base plate mounts should be considered for non-permanent signs such as installation morale signs. The posts can be removed or replaced as required. Signs which are likely to sustain frequent damage should be equipped with these mounts or with breakaway connectors.

d. Maintenance. The sign foundation should have a neat appearance. Maintenance of the area around the base of the sign may be simplified by the use of a gravel trough running the full width of the base or by the use of low-level planting.

A-9. Breakaway or yielding sign support options. Breakaway or yielding sign supports should be used for all traffic control signs (including guide and parking signs described in this manual) placed within 30 feet from the paved edge of the traveled way and for all other signs described in this manual which are placed within 12 feet from the edge of the traveled way unless protected by guard rails or other means. The design of these supports should conform to standards of the Federal Highway Administration and meet appropriate standards of the State in which the installation is

located. Invocations where breakaway or yielding sign supports are required, it is recommended that breakaway connectors—such as slip base connectors or load concentrating couplers—be used for signs likely to sustain frequent damage. This will permit sign replacement without replacement of the footing.

a. Slip base connector. A welded, breakaway connector used on steel posts. Slip base connectors require anchor bolts to be maintained within a specified torque range for proper operation. These bolts tend to loosen over time and must be checked periodically and adjusted to tolerance. If the bolts are overtightened, which is a possible problem, the base becomes non-operational as yielding sign support. In addition, slip base connectors are uni-directional and will not yield if hit at more than 20 degrees off-axis. This can be a hazard when used at intersections. See drawing in figure A-12.

b. Load concentrating coupler. A breakaway connector used on both steel and aluminum posts. This connector is mechanically fastened to the post so that no welding is required. Load concentrating couplers are not dependent on bolt torque for operation and do not require any maintenance. This connector is omni-directional and will yield when hit from any direction. However, it is more expensive than the slip base connector. See drawing in figure A-13.

c. Soil embedment. Soil mounting of aluminum or wooden posts to a depth no greater than 3ft-6in. (without concrete foundation collars, soil bearing plates, or anchors) for the signs shown in this manual qualifies as a yielding sign support under Federal regulations. In summary, both slip base connectors and load concentrating couplers are effective, but expensive. Less expensive devices may be available in the future, but these designs are the best available at this time.. Soil embedment, while inexpensive, can only be used in certain parts of the country and may create the maintenance and durability problems discussed above. Perforated sign posts, although approved by Federal Highway Administration (FHWA) do not have the proper visual appearance for the post and panel structures shown in this manual and are not recommended.

Front Elevation — Sign Types A1, A2, E1

12'0" Type A1
10'0" Type A2, E1

S1

Sign Face

S2

4'0" Type A2, E1
5'0" Type A1

Note: if concrete foundation is traffic hazard, finish foundation at grade and plant low shrubs to cover exposed posts between bottom of sign and grade.

Grade

Concrete Foundation

2'0"
2'0"
1"
3'6"

6"
6

Front Elevation **Sign Types A1, A2, E1**

Note: Refer to sign type descriptions for color specifications.

Side Elevation

1'6"

Finish all sides with Semi-Gloss Baked Enamel

2#6

2'6"
1'0"

2#6

6" 1'6" 6"

Side Elevation

S1 Vertical Section

1'6"
3/16" Plate

3/16" Socket Head Jack Nut

Pop Rivet at 1 3rds

Post

3/32" Sheet. Return All Around. Weld Perimeter and Grind Smooth

4" x 4" Tube Weld Top and Bottom

Frame 1 1/2" x 1 1/2" x 3/16" Angles

Companion Plate, 12" x 17" x 1/2" Welded To Frame

Concrete Foundation

1/2" x 1'0" Anchor Bolt

2 Typical All Around
2

S1 Vertical Section

S2 Horizontal Section

2'6"
2'6"
2'0"
4" 4"

Angle 1 1/2" x 1 1/2" x 3/16"

4 1/2"
4 1/2"
9"

Removable Side Panel 3/16" Plate

4" x 4" Tube

Companion Plate, 12" x 17" x 1/2" Welded to Frame

1/2" x 1'0" Anchor Bolt

Frame 1 1/2" x 1 1/2" x 3/16" Angles

3/32" Sheet. Return Sign Face All Around.

Note: Materials may be Aluminum or Steel

S2 Horizontal Section

Figure A-1. Exterior fabrication drawings.

6 9/16"

Steel Plate 5 3/4" × 8" × 1/2"
Welded to Post

3/32" Sheet,
Return All Around.
Weld Perimeter
and Grind Smooth.

3/16" Plate

4" × 4" Galv Steel Post

1/2" × 3" Anchor Bolt

Steel Collar Plate
5 3/4" × 8" × 1/2"

S1 Alternate Vertical Section Sign Types A1, A2, E1

Note: See Appendix A for
for Breakaway or
Yielding Sign Supports.

3/16" Socket Head Jack Nut

Angle 1 1/2" × 1 1/2" × 3/16"

3"   1" 1"   3"

Removable Side Panel

4" × 4" Galv Steel Post

5 3/4" × 8" × 1/2" Steel Collar Plate, Welded to Post

1/2" × 3" Anchor Bolt

3/16 Plate

3/32" Sheet.
Return All Around

S1 Alternate Horizontal Section   Sign Types A1, A2, E1

Figure A-2. Exterior fabrication drawings.

Front Elevation   Sign Types A3. C7. G1. G2

5'0" Type G2
4'0" Types A3, G1
Sign Face
Grade

2'6" Type G1
3'6" Type G2
1' 1'6" Types A3, C7
3'6"
3'6"

S1

Note: Refer to sign type descriptions for color specifications.

Section

Finish Back of Sign in Semi-Gloss Baked Enamel. Finish Sign Posts in Semi-Gloss Baked Enamel.

Note: See Page A-3 for Breakaway or Yielding Sign Supports.

Drilled Hole Concrete Foundation

6"

S1 Horizontal Section

1" x 1" x 1/8" Alum Angle
3/16" Socket Head Jack Nut
Midpoint
1/8" Alum Sheet
#10 x 1/2" Flat Head Thread Cutting Screw
2" x 2" x 1/8" Alum or Steel Tube

S2

S2 Vertical Section

1" x 1" x 1/8" Alum Angle Behind
1/8" Alum or Steel Cap Bonded to Post
Sign Face
3/16" Socket Head Jack Nut
2" x 2" x 1/8" Alum or Steel Tube
#10 x 1/2" Flat Head Thread Cutting Screw

S1 Alternate Horizontal Section (slotted post)

#10 x 1/2" Flat Head Thread Cutting Screw
Midpoint
1/8" Alum Sheet
Cut Slot to Receive Sign
1" x 3/4" x 1/8" Alum Angle
1/16" Clearance
2" x 2" x 1/8" Alum or Steel Tube

S3

Note: Sign Panels should be mounted on the same Aluminum backing sheet during fabrication

S3 Alternate Vertical Section

1/8" Alum or Steel Cap Bonded to Post
1/2"
1" x 3/4" x 1/8" Alum Angle
Metal Washer Spacer
#10 x 3/4" Flat Head Thread Cutting Screw
#10 x 1/2" Flat Head Thread Cutting Screw
2" x 2" x 1/8" Alum or Steel Tube
Sign Face
Slot for Sign Panel

Figure A-3. Exterior fabrication drawings.

Miter Corners

8'0"

3"

Finish All Sides
with Semi-Gloss
Baked Enamel.

3" × 1 1/2" ×
3/16" Tube

S1

3'6"

3'6"

Note: See Page
for Breakaway or
Yielding Sign Supports
and Hinges.

3'6"

Finish Sign Posts
with Semi-Gloss
Baked Enamel.

Grade

S2

3'6"

Drilled Hole Concrete
.Foundation

6"

Front Elevation Sign Type B1

Note: Refer to sign type descriptions for color specifications.

Side Elevation

3" × 1 1/2" × 3/16" Tube
Miter Corners
Weld All Around
and Grind Smooth.

Alum Slide Extrusion

3" × 3" × 1/8" Alum
Post Extrusion

10 3/4" Flat Head
Thread Cutting Screw

3/32" Sheet
·Return All Around.
Weld and Grind.

Stiffener, 1" × 1" Angle
Bonded to Sign Face.

S1 Horizontal Section

3" × 1 1/2" × 3/16" Tube.
Weld to Alum Slide
Extrusion.

Return Sign Face
All Around.

Stiffener, 1" × 1" Angle
Bonded to Sign Face.

3" × 1 1/2" × 3/16" Alum
Slide Extrusion

Aluminum Stop Block

S   S

Figure A-4. Exterior fabrication drawings.

6'0" Types B2, C3 | **3"**

5'0" Types B3, C2, C4

4'6" Type D3

3'6" Type D4

S1

2'6" Types C4, D4

3'0" Type D3

3'6" Types B2, B3

4'0" Types C2, C3

Sign Face

Note: See Page
for Breakaway or
Yielding Sign Supports.

Grade

3'6"

3'6"

Front Elevation   Sign Types B2, B3, C2, C3, C4, D3, D4

Note: Refer to sign type descriptions for color specifications.

Section

3"

Finish Top, Bottom.
Both Sign Faces and
Fasteners in semi-
gloss Baked Enamel.

Sign Faces may be
Finished with Reflec-
tive Sheeting as
Required.

Finish posts with
semi-gloss
baked enamel

Drilled Hole Concrete
Foundation

6"

3/16" Dia Flat Head
Jack Nut

2" x 1" x 1/8" Alum
Channel

1/8" Alum Sheet

S2

1 3/4" x 1" x 1/8" Alum
Channel Bonded to
Sign Face.

3" x 3" x 1/8" Alum or
Steel Tube

#10 x 1/2" Flat Head
Socket Thread
Cutting Screw

S1 Horizontal Section

2" x 1" x 1/8" Alum
Channel

1/8" Alum or Steel Cap
Bonded to Post

3/16" Dia. Head
Jack Nut

Sign Face

#10 x 1/2" Flat Head
Socket Thread
Cutting Screw

3" x 3" x 1/8" Alum or
Steel Tube

1 3/4" x 1" x 1/8" Alum
Channel Bonded to
Sign Face.

S2 Vertical Section

Alum Slide Extrusion

1/8" Alum Sheet

S3

3" x 3" x 1/8" Alum Post
Extrusion

Note: Sign Face
Panel may be in-
serted into extruded
frame or bonded to
face of frame.

S1 Alternate Horizontal Section (Extruded Post)

Flat Head Socket
Screw

Slide Extrusion and Frame

1/8" Alum Cap
Bonded to Post

Sign Face

3" x 3" x 1/8" Alum Post
Extrusion

Flat Head Socket Screw

Alum Stop Block

S3 Alternate Vertical Section

Figure A-5. Exterior fabrication drawings.

1'6" To 5'0"

6" To 2'0"

S1

Grade

Wall-mounted
Sign Types B4, C5, C6, C8, D5

1'0" To 2'6"

1'6" To 2'6"

S2

Wall-mounted
Sign Types D6, G3, G4

1'0" To 2'6"

1'6" To 2'6"

S3

Fence-mounted
Sign Types D6, G3, G4

1'0" To 2'4"

6" To 2'6"

Varies

S4

Free-standing
Sign Types D7, G5, G6

Note: See sign type descriptions for dimensions and colors.

#10 x 3/4" Countersunk
Socket Head. Thread Cutting
Screw

3/4" x 1" x 1/8" Alum Angle

5/16" Dia Hex Head Bolt
Masonry Anchor

.080 Alum Sheet

Return Sheeting
All Around
Weld Corners and
Grind Smooth

Alternate: 1" x 1" x 1/8"
Angle Frame Bonded
to Alum Sign Panel.

Finished Wall

Note: Panel to be finished
with baked enamel all around.
Reflective Sheeting may be
applied if nighttime
visibility is required.

1/2

1/2

S1 Vertical Section
Sign Types B4, C5, C6, C8, D5

5/16" Hex Head Bolt
Masonry Anchor

1/4" Spacer

.080 Alum Sheet

Finished Wall

Note: Finish Sign Face
in Baked Enamel if
Reflective Sheeting is
Not Required.

S2 Wall-Mounted Sign

.080 Alum Sheet

.080 Alum Strip

Fence

3/16" Dia Hex Head Bolt
and Lock Nut

Note: Finish Sign Face
in Baked Enamel if
Reflective Sheeting is
Not Required.

S3 Fence-Mounted Sign

1/8" Alum or Steel Cap
Bonded to Post

.080 Alum Sheet

2" x 2" x 1/8" Alum or
Steel Tube

3/16" Dia Hex Head Bolt
"Nut Sert." Expanding Anchor

Finish Back of Sign
in Semi-Gloss
Baked Enamel.

Finish Sign Posts
in Semi-Gloss
Baked Enamel.

S4 Freestanding Sign

3"

SS 3/4" x .020
Sign Strapping

.080 Alum Sheet

Lamp Post

5/16" Hex Head Bolt
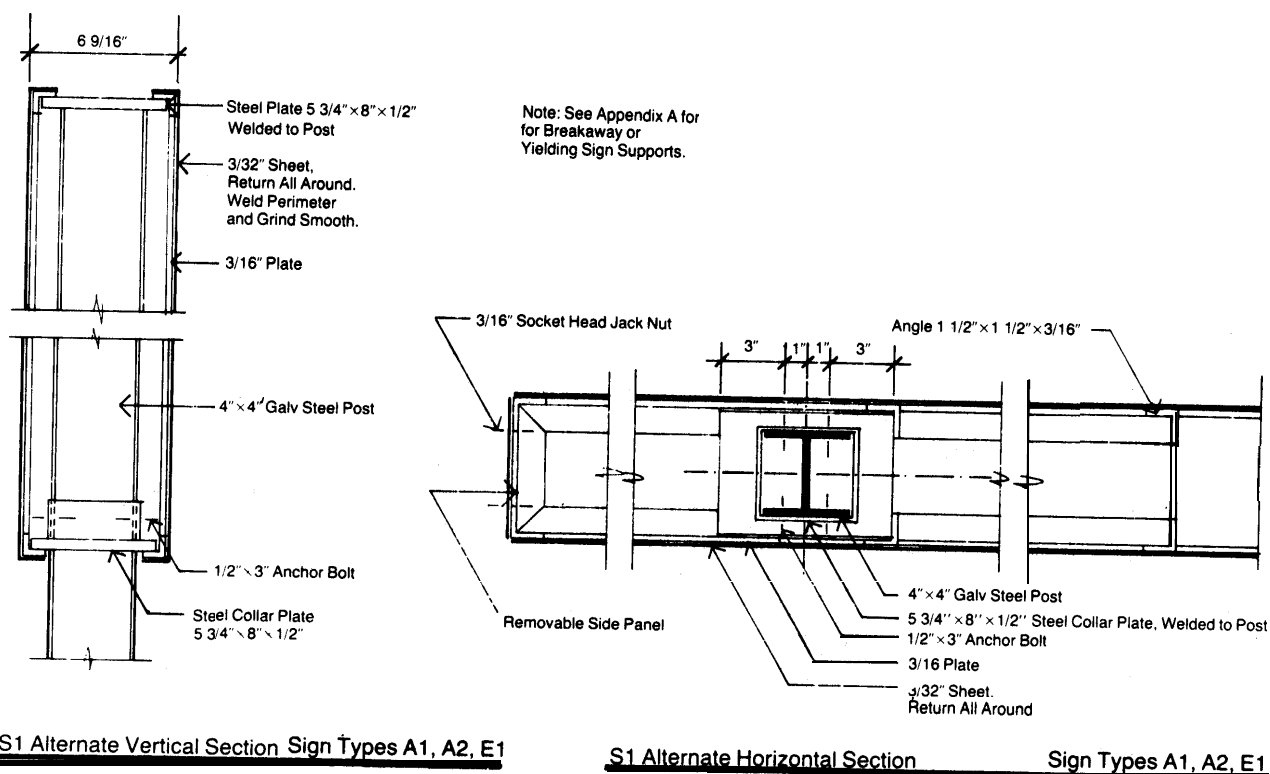Extruded SS Sign
Bracket. Tapped Hole

S4 Alternate Detail

Figure A-6. Exterior fabrication drawings.

Front Elevation — Sign Types C1. D1

Miter Corners

6 x 3 x 3/16" Tube

4'0"

10'0"

4'0"

Grade

S2

S1

Note: Refer to sign type descriptions for color specifications

Side Elevation

6

Finish all sides with Semi-Gloss-Baked Enamel

Note: See Page
for Breakaway or
Yielding Sign Supports.

6"

3'0"

6"

6"

Drilled Hole Concrete
Foundation

S1 Vertical Section

6"

#10 x 3/4" Flat Head
Thread Cutting Screw

6 x 3 x 3/16" Tube
Miter Corners.
Weld All Around
and Grind Smooth

Tube

Stiffener, 1" x 1" Angle
Bonded to Sign Face.

3/32" Sheet.
Return All Around.
Weld and Grind Smooth

6 x 3 x 3/16" Tube
Weld to Posts

Gravel Fill

3/4" Plate. Weld to Post

3"

3"

Concrete Foundation

3/4" Dia 3" Bolt
With Lock Nut and Washers

S2 Horizontal Section

Concrete Foundation
Below

6"

3/4"

3 4"

Gravel Fill

3 4"

9 1/2"

6 x 3 x 3/16" Tube
Weld to Posts

3/4"

Return Sign Face All
Around.

Stiffener, 1" x 1" Angle
Bonded to Sign Face

Note: Materials may
be Aluminum or Steel.

6" x 3" x 3 16" Tube
Weld to Plate

3 4" Plate. Weld to Post.

Figure A-7. Exterior fabrication drawings.

5'0"

10'0"

S2

Finish All Sides
with Semi-Gloss Baked Enamel.

Grade

6"

4'0"

3'0"

S1

6"

1'6"

Drilled Hole Concrete
Foundation

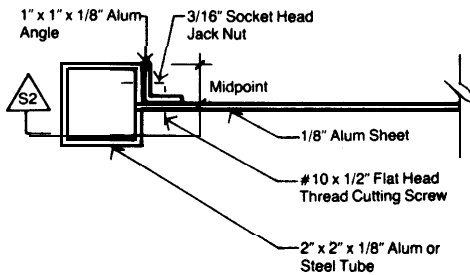## Front Elevation

Sign Type D2

Note: Refer to sign type description for color specifications.

Gravel Fill

Concrete Foundation
Below

Removable Side Panel
3/16" Plate

Fluorescent Tube

3"×3"×3/16" Tube
Weld to Plate

3"×3" Alum or Steel
Channel

S2 Horizontal Section

1'6"

3/16" Plate

3"×3"×3/16" Tube
Miter Corners.
Weld All Around
and Grind Smooth.

3"×3"×3/16"
Tube

3'3"

1/4" Polycarbonate Sheet
in Alum Frame with
continuous Side Hinge

1/4" White Acrylic with
Clear Acrylic Letter
Tracks bonded to Face.

Fluorescent Tubes

3"×3"×3/16" Tube
Weld to Posts

4'9"

3"×3"×3/16" Tube
Weld to Posts

3"

3"

Gravel Fill

Concrete Foundation

3/4" Plate. Weld to Post

S1 Vertical Section

Figure A-8. Exterior fabrication drawings.

2" 3'6" 2"

S1

Sign Face

3'0"

6'0" Vertical Panel

S2

Sign Face

3'0"

2'6"

3'6"

1'0"

Front Elevation, Double Panel Type E2

Note: Refer to sign type descriptions for color specifications

5'0" Type F1

3'6" Type E2

2" 2'6" Type E3 2'

S1

Sign Face

2'6" Type E3

3'0" Type E2

4'0" Type F1

3'6"

Note: See Page
for Breakaway or
Yielding Sign Supports

S2

3'6"

1'0"

Front Elevation, Single Panel Types E2, E3, F1

2"

Finish Back of Sign
in Semi-Gloss
Baked Enamel
Finish Sign Posts
in Semi-Gloss
Baked Enamel

Base Plate or Sleeve
recommended for
quick replacement
or removal of Sign
Structure.

Drilled Hole
Concrete
Foundation

6"

1'0"

Section

1"

1/8" Alum or Steel Cap
Bonded to Post

1" x 1" x 1/8" Alum Angle
Welded Frame
Miter and Weld Corners

.080 Alum Sheet

1/8" Alum Sheet

3"

3/16" Dia Socket Head
Jack Nut

#10 x 1/2" Countersunk
Thread Cutting Screw

3"

Sign Post
2" x 2" x 1/8" Alum or
Steel Tube

1/8" Dia x 1/2' Bolt
with Lock Nut

S1 Vertical Section

3/16" Dia Socket Head
Jack Nut

1/8" Dia x 1/2"
Bolt with
Lock Nut

9"

1"

1/2"

1" x 1" x 1/8" Alum L
Welded Frame

.080 Alum Sheet

#10 x 1/2" Countersunk
Thread Cutting Screw

2" x 2" x 1/8" Alum or
Steel Tube

S2 Horizontal Section

Figure A-9. Exterior fabrication drawings.

2'0"

S1

3'0"

Grade

3'6"

Front Elevation   Sign Type H1

Note: Refer to sign type description for color specifications.

2"

1'6"

1/8" Alum or Steel Cap
Bonded to Post

Sign Post Bent at 120° Angle

Finish Sign Posts
in Semi-Gloss
Baked Enamel

Concrete Foundation

6"

1'0"

Section

Sign Face
1/8" Alum Sheet
Weld to Channel

10 × 1/2" Flat Head Socket
Thread Cutting Screw

2 1/8" × 2 1/4" × 1/8" Alum or Steel Channel

2" × 2" × 1/8" Alum or Steel Post

S1 Vertical Section

Figure A-10. Exterior fabrication drawings.

Front Elevation   **Sign Type H2**
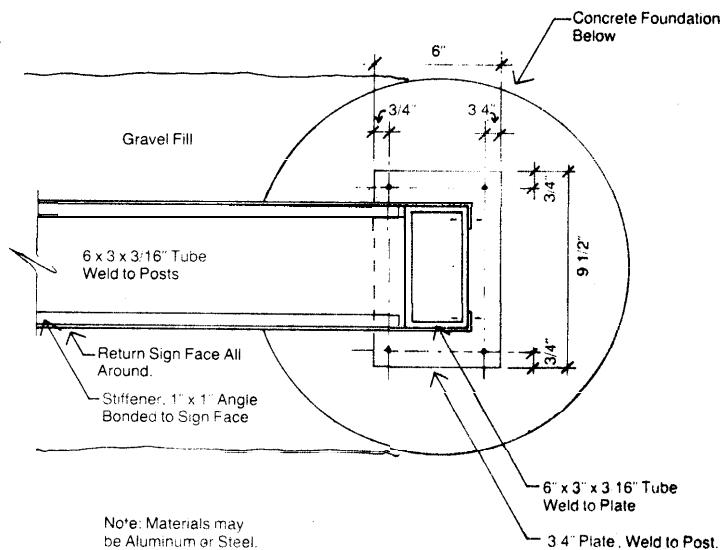
2"   3'0"   2"

3'0"

3'0"

3'6"

S2

S1

Grade

6 Equal Slats

2"

1'0"

6"

Finish Top, Bottom, and Both Sign Faces in semi-gloss Baked Enamel.

Sign Faces may be Finished with Reflective Sheeting as Required.

Finish posts with semi-gloss Baked Enamel.

Drilled Hole Concrete Foundation

Section

Note: Refer to sign type descriptions for color specifications.

#10 x 1/2" Thread Cutting Screw

3/16" Dia. Flat Head Jack Nut

2" x 2" x 1/8" Alum or Steel Tube

2" x 6" x 1/8" Alum Tube

1 3/4" x 1" x 1/8" Alum Channel

S1 Horizontal Section

1/8" Alum or Steel Cap Bonded to Post

2" x 6" x 1/8" Alum Tube

1 3/4" x 1" x 1/8" Alum Channel

#10 x 1/2" Thread Cutting Screw

3/16" Dia. Flat Head Jack Nut

Post Behind

6"

6"

S2 Vertical Section

Alum Slide Extrusion

2" x 6" x 1/8" Alum Tube

2" x 2" x 1/8" Extruded Alum Tube

S1 Alternate Horizontal Section

Flat Head Socket Screw

1/8" Alum or Steel Cap Bonded to Post

2" x 6" x 1/8" Alum Tube

Alum Slide Extrusion

Alum Stop Block

Extruded Slot

6"

6"

S2 Alternate Vertical Section

Figure A-11. Exterior fabrication drawings.

E1, Elevation, Slip Base Connector, Wide Flange Steel Post

Sign Post W6 x 15.5
Galvanized Steel

5/8" x 3 1/4" H.S. Bolt
Torque 450"#

Steel Plate

1/2"

Grade 3"

Foundation

Stub Post

See Appendix A
for description of
sign supports.

S1 Horizontal Section

Sign Post W6 x 15.5
Galvanized Steel

1/2" Steel Plate

R = 32"

1/4"

3/4"

2"

1 1/8"

2 3/4"

1 1/8"

1 1/4"

A   B

12" x 3 3/16"

E2, Elevation, Slip Base Connector, Square Steel Tube

3" x 3" Steel Tube

5/8" x 2 1/2" H.S. Bolt
Torque 450"#

5/8" Steel Plate

4" Max.

Stub Post

Grade

Concrete Footing

S2 Horizontal Section

2 1/4"   3"   2 1/4"

3/4"

R = 9/32" Typical

3" x 3" Steel Tube

5/8" Steel Plate
Welded to Sign Post

1" Dia Drainage Hole

A   B

12" x 3 3/16"

Figure A-12. Exterior fabrication drawings.

Galvanized Hinge Plate

3/4" × 2" Galv Bolt

Cut in Post

See Appendix A
for description of
sign supports.

3" x 3" x 1/8" Alum or
Steel Tube

1/2" x 2 1/4" Galv. Bolt

5/8" Special Bolt

Extruded Alum.
Bracket 6061-T6

S3A

S3B

5/8" Galv. Coupling

Glav Flat Washer

Foundation

Stainless Steel
Anchor Bracket

Extruded Alum.
Bracket 6061-T6

5/8" Special Bolt

1/2" x 2 1/4" Galv. Bolt

Galvanized Steel Pop
Plate

5/8" Galv. Coupling

Extruded Alum
Anchor Bracket
6061-T6

3" x 3" x 1/8" Alum or
Steel Tube

A   B

E3. Elevation, Load Concentrating Coupler with Hinge Post

S3 Horizontal Section

Figure A-13. Exterior fabrication drawings.

APPENDIX B
INTERIOR SIGN FABRICATION OPTIONS

B-1. General. Since the cost effectiveness and availability of materials and finishes vary throughout the country and over time, select materials which meet the specific needs of the installation. The final material selection and fabrication decisions (see figs B-1 through B-6) should be based on product quality and performance standards, installation sign shop capabilities, and the long term needs of each installation. All colors should match appropriate color standards listed in paragraph 2-3 of this manual.

B-2. **Sign panel finish options.**

a. Baked enamel. Factory-finished baked enamel provides the most durable and cost effective finish available. Alkyd, acrylic, epoxy, or urethane enamel is widely available.

b. Vinyl sheeting. Non-reflective vinyl sheeting may be used as a sign panel finish if a correct color match for all sign types is maintained. Sheeting may have a pre-coated, 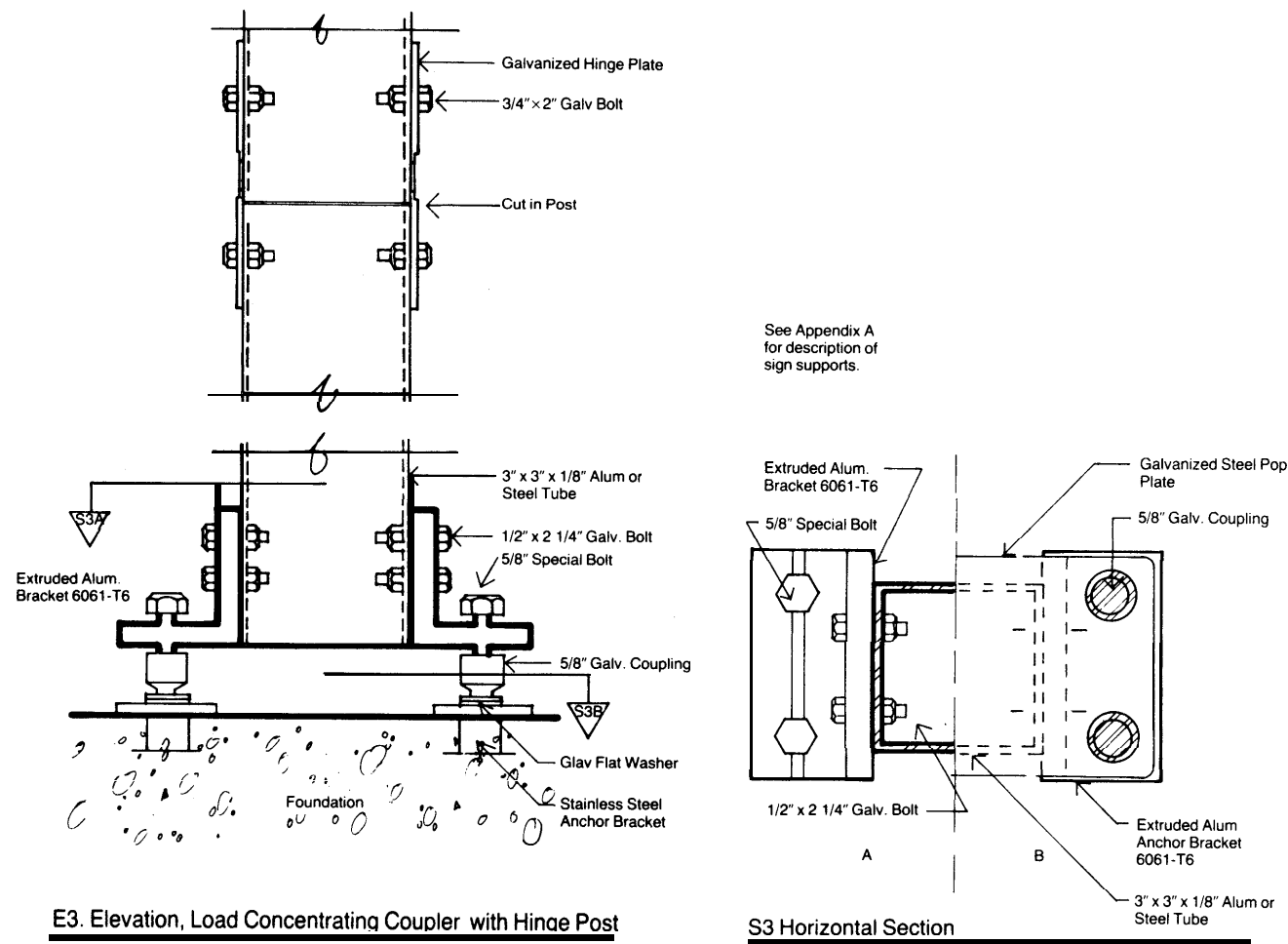pressure-sensitive adhesive backing (Class 1) or positionable pressure sensitive adhesive backing (Class 3). Non-reflective vinyl sheeting does not require additional adhesive coats on either the backing or the application surface.

c. Magnetic sheeting. Flexible magnetic sheeting for changeable letter signs should be of the best commercial quality available.

d. Glass. Glass should be polished clear plate glass with clean cut edges.

e. *Plastic.* Acrylic plastics used for particular applications shown on the drawings should be of new stock, free from defects, and of the best commercial quality available.

f. Cork. Cork used for tack surfaces should have a plastic impregnated surface and burlap backing. All material should have a smooth surface finish free from air pockets, raised cork, blemishes and joint imperfections,

B-3. Graphics. Signs should relate to interior architecture and color schemes whenever possible; the color and finishes for the" signs shown in this manual are for general indication only. Standard black or any dark color appropriate to the specific interior environment may be used. Graphics for interior signs are separated into two categories: permanent graphics, such as header panels for directories and identification signs; and changeable graphics, such as changeable message strips for building directories.

a. Permanent graphics. Letters and numbers may be applied to the sign face either by the application of die-cut material or by silk-screening. Die-cut vinyl letters and numbers with adhesive backing that are individually applied to the sign face should be used for one-of-a-kind signs, such as guide signs. Letterforms and graphics on these signs with rounded positive or negative corners, nicked, cut or ragged edges may not adhere tightly or evenly to the sign surface and are not recommended. Graphics that are silk-screened directly onto the sign face should be used for mass-produced signs, such as regulation signs. Graphics with rounded positive or negative corners may not finish with a clean edge and are not recommended. Silk-screening executed from photoscreens prepared from a typesetter's reproductions are more accurate than hand-cut screens. If greater durability is required, the graphics maybe applied to the reverse side of clear matte acrylic, back sprayed with enamel and then bonded to a backing panel. Adhesive faced vinyl letters or numbers maybe used for one-of-a-kind signs. Reverse silk-screening may be used for mass-produced signs. Letterforms should conform to the helvetica medium and helvetica regular letterforms described in paragraph 2-1 of this manual.

b. Changeable graphics. The directory section of the building directories and floor directories is comprised of magnetic strips painted the standard background color. Tenant names and room numbers should be applied using die-cut vinyl letters. The insert panel of the office identification signs consists of a clear sleeve that will accept a paper or plastic insert identifying the tenant or tenants. This insert may be prepared in the following ways:

(1) Die-cut vinyl letters applied to .015 rigid vinyl film.

(2) Dry-transfer letters applied to a paper card stock .

(3) Typeset message photographically enlarged to size and mounted on paper card stock. Typeset messages enlarged more than three times may not produce a clear image.

(4) Typewritten message photographically enlarged or used at actual size. Photographic enlargements or "photostats" may be executed on matte or semi-gloss prepared paper.

On all signs the letterform should conform to the helvetica medium and helvetica regular letterforms described in paragraph 2-1 of this manual. Use the method which is most appropriate to a specific building, based on the resources available. However, the same method should be used consistently throughout the building.

6'0" Type AA1
4'0" Type AA1
2'0" Type AA2
3'6"

1'6"
1'6"
S1

1'0"
1'6"
S2

S1

Sign Types AA1, AA2
Note: Refer to sign type description for color specifications.

Sign Type BB1

Sign Type AA3

1 1/2"
1/4"
1/4"

1/2"

1/16" Clear Matte Acrylic
1/32" Acrylic Spacer

Solar Gray Acrylic Cover
Cemented to Black Acrylic Frame

Graphics Applied to Reverse
Side of Header Section and
Back Sprayed with Enamel

6" Header Section

3/4" Plywood Laminated
With Steel Face

3/8" Black Matte Acrylic

Magnetic Vinyl
or Metal Message Strips

Finished Wall

Shim

Slot for Message Insert

Finished Wall

Hidden Toggle Bolts

Double Emulsion
Foam Tape

1/4" × 1 1/2" Mitered Black Acrylic
Frame routed to Accept
Face of Cover

1/32" Acrylic Spacer

Polish Edges All Around

Note: Graphics may alternately
be applied directly to front side
of header panel.

1/4"

S1 Vertical Section   **Sign Types AA1, AA2 , BB1**

S2 Vertical Section   **Sign Type AA3**

Figure B-1. Interior fabrication drawings.

Sign Type AA4

Note: Refer to sign type description for color specifications.

#10 x 1 2 Countersunk
Socket Head.Thread Cutting
Screw

1 16"

1 1 2"

3 4 x 3 4 x 1 8 Alum Angle

1 1,2" x 1 1 4" x 1 8" Alum Tee
Extrusion

Header Panel, 1/16" Clear Matte
Acrylic with Graphics Applied
to Reverse Side. Back and Sides
Sprayed with Enamel,
Bonded to 3/16" Acrylic.

6" Header

3/8" Hard Board

1 8" Reveal

1/8"

1/16" Clear Matte Acrylic
With Graphics Applied to
Reverse Side. Back and
Sides Sprayed with
Enamel. Bonded to 3/16" Acrylic.

Finished Wall

Countersunk Screw into
Masonry Anchor

1 8 Reveal

Alum Frame to Receive
Black Anodized Finish

Note. Graphics may alternately
be applied directly to front side
of header panel

S1 Vertical Section

Figure B-2. Interior fabrication drawings.

6'0"

3'6"

S1

Sign Type AA5

Note: Refer to sign type descriptions for color specifications

#10 x 1/2" Countersunk
Socket Head Thread Cutting
Screw

1 6"

1 1/2"

1 1/2" x 1 1/4" x 1/8" Alum Tee
Extrusion

3/4" x 3/4" x 1/8" Alum Angle

1/8"

1/8"

Header Panel, 1/16" Clear Matte
Acrylic with Graphics Applied
to Reverse Side. Back and Sides
Sprayed with Enamel,
Bonded to 3/16" Acrylic.

6" Header

1/8" Reveal

1/8"

1/4" Cork

Finished Wall

3/8" Hard Board

Countersunk Screw into
Masonry Anchor

1 8" Reveal

Alum Frame to Receive
Black Anodized Finish

Note: Graphics may alternately
be applied directly to front side
of header panel

S1 Vertical Section

Figure B-3. Interior fabrication drawings.

Sign Type BB2 **Sign Type BB3** **Sign Type BB4** **Sign Type BB5**

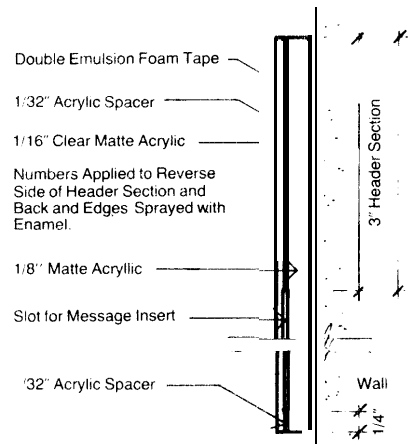Note: Refer to sign type description for color specifications.

Double Emulsion Foam Tape

1/32" Acrylic Spacer

1/16" Clear Matte Acrylic

Numbers Applied to Reverse Side of Header Section and Back and Edges Sprayed with Enamel.

1/8" Matte Acryllic

Slot for Message Insert

'32" Acrylic Spacer

3" Header Section

3" Sign Type BB4

Wall

1/4"

Double Emulsion Foam Tape

1/8" Clear Matte Acrylic, Bent

Numbers Applied to Reverse Side of Header Section and Back and Edges Sprayed with Enamel.

Slot for Message Insert

3" Header Section

Wall

S2 Vertical Section, Sign Types BB2, BB4

S4 Vertical Section, Sign Type BB5

1 16 Acrylic Spacer

1 16 Clear Matte Acrylic

Numbers Applied to Reverse Side of Each Header Section and Back and Edges Sprayed with Enamel.

S5

Slot for Message Insert

1 16 Acrylic Spacer

1"

1 1/2"

3" Header Section

1/4"

1 1/2" x 1 1/4" x 1/8" Extruded Alum or Rigid Vinyl Bracket

SS Countersunk Screw

SS 1/8" Dia Headless Set Screw

Polish Edges All Around

Ceiling

1 1/4"

9"

S3 Vertical Section, Sign Type BB3

S5 Horizontal Section, Sign Type BB3

Figure B-4. Interior fabrication drawings.

9"

9"

1 3/4"

S1

9"

2"

S2

6"

9"

S3

9" Type DD1

6" Type DD2

3" Type DD2 6" Type DD1

6" Type DD2 4" Type DD1

3" Type DD2 6" Type DD1

S3

Note: Sign Panels should be mounted
on the same acrylic backing
sheet during fabrication.

1'6" Type AA6 Grid 1

9" Type AA6 Grid 2

9" Type AA6 Grid 2

1'6" Type AA6 Grid 1
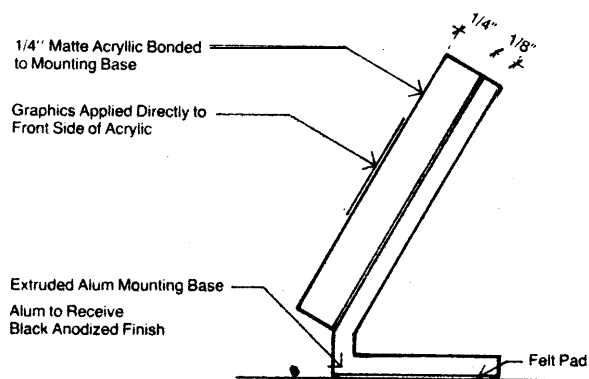
S3

Sign Type BB6

Note: Refer to sign type description for color specifications

Type BB7

Types DD1, DD2

Type AA6

1/4" 1/8"

1/4" Matte Acryllic Bonded
to Mounting Base

Graphics Applied Directly to
Front Side of Acrylic

Extruded Alum Mounting Base

Alum to Receive
Black Anodized Finish

Felt Pad

S1 Vertical Section, Type BB6

Double Emulsion Foam Tape

1/16" Clear Matte Acrylic
Graphics Applied to Reverse
Side and Back Sprayed,
Bonded to 1/8" Acrylic

Finished Wall

Polish Edges All Around

S3 Vertical Section, Types AA6, BB7, DD1, DD2

1/4" 1"

1 32" Acrylic Spacer

1 16" Clear Matte Acrylic

1 8" Matte Acrylic Bonded
to Mounting Base

Slot for Message Insert

Milled Alum Mounting Base

1 32" Acrylic Spacer

Polish Edges All Around

2"

Felt Pad

S2 Vertical Section, Type BB6, Alternate

Double Emulsión Foam Tape

1/8" Acryllic

Graphics Applied Directly to
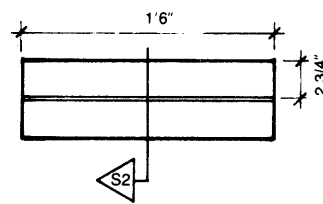Front Side of Acrylic

Polish Edges All Around

Alternate Detail, Types AA6, BB7, DD1, DD2

Figure B-5. Interior fabrication drawings.

Sign Type CC2

Sign Type CC3

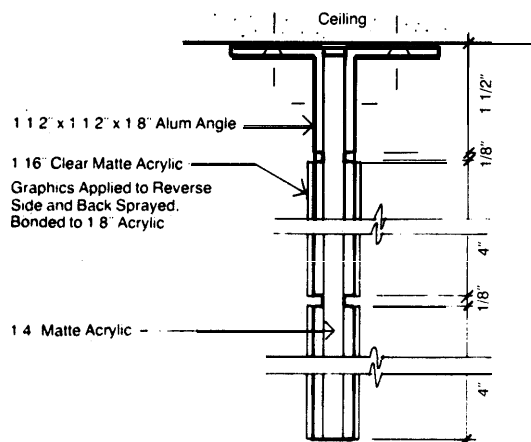1 1/2" x 1 1/4" x 1/8" Extruded Alum or Rigid Vinyl Bracket

Countersunk Screw

1/8" Dia Headless Set Screw

Graphic Applied Directly to Both Sides of Acrylic

1/4" Matte Acrylic

Ceiling

S1 Vertical Section, Sign Type CC2

Double Emulsion Foam Tape

1/4" Matte Acrylic

Graphics Applied Directly to Front Side of Acrylic

Polish Edges All Around

Wall

S2 Vertical Section, Sign Type CC3

Ceiling

1 1 2" x 1 1 2" x 1 8" Alum Angle

1 16" Clear Matte Acrylic

Graphics Applied to Reverse Side and Back Sprayed. Bonded to 1 8" Acrylic

1 4 Matte Acrylic

Alternate Detail, Sign Type CC2 Multiple

Double Emulsion Foam Tape

1/16" Clear Matte Acrylic

Graphics Applied to Reverse Side and Back Sprayed, Bonded to 1/8" Acrylic

1/4" Matte Acrylic

Polish Edges All Around

Wall

Alternate Detail, Sign Type CC3

Figure B-6. Interior fabrication drawings.

APPENDIX C
STANDARD LETTER HEIGHTS FOR HELVETICA MEDIUM

Standard letter heights shown in figures C-1, C-2, and C-3 should be matched to any helvetica medium typeface considered for use.

1/2" CAP Height
United States

3/4" CAP Height
United States

1" CAP Height
United Sta

1 1/2" CAP Height
United

2" CAP Height
Unite

Figure C-1. Standard letter heights for helvetica medium.

3" CAP Height

Unit

4" CAP Height

Un

Figure C-2. Standard letter heights for helvetica medium.

6" CAP Height

Figure C-3. Standard letter heights for helvetica medium.

APPENDIX D
STANDARD LETTER HEIGHTS FOR HELVETICA REGULAR

Standard letter heights shown in figures D–1, D–2, and D–3 should be matched to any helvetica regular typeface considered for use.
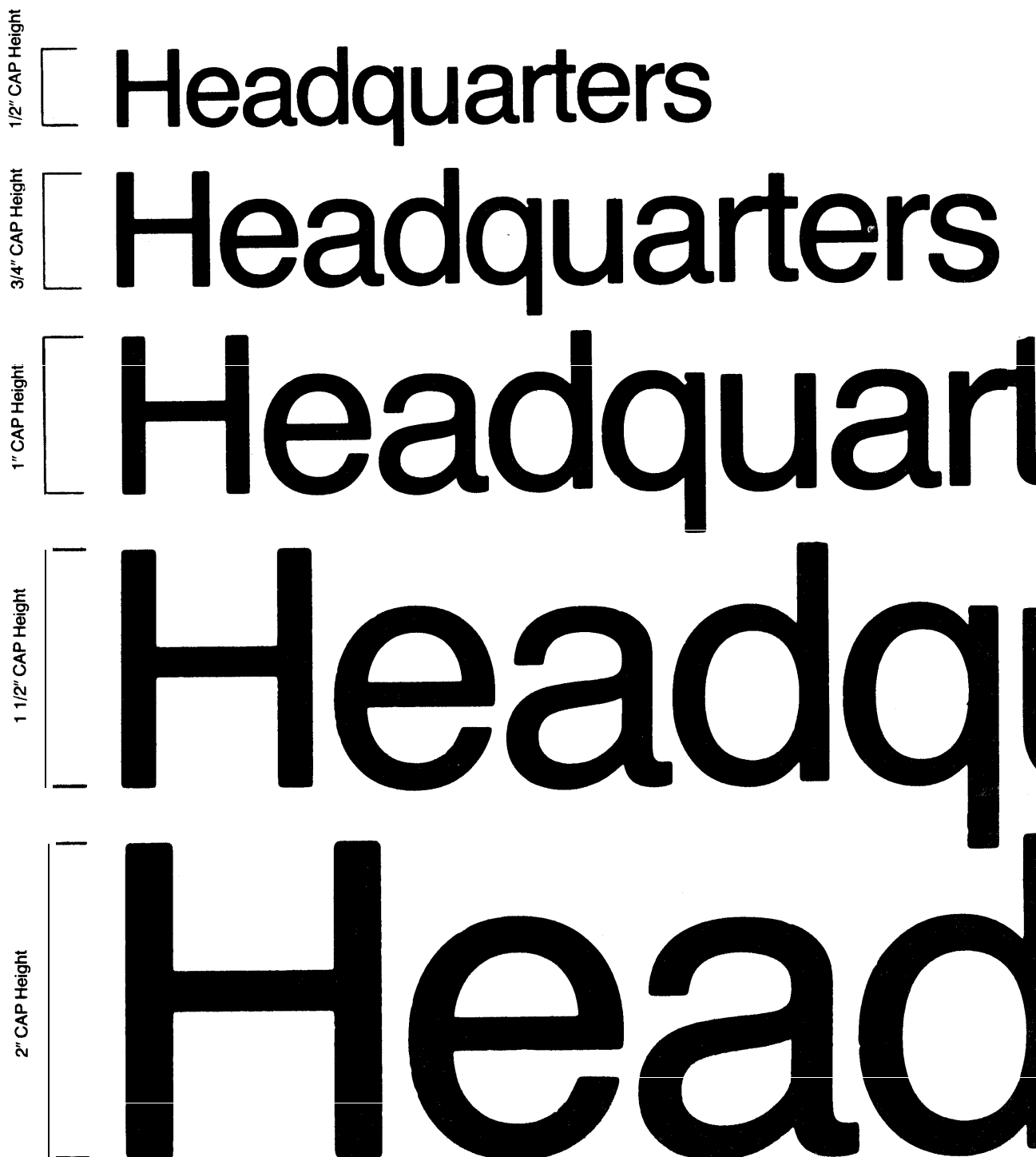
1/2" CAP Height
Headquarters

3/4" CAP Height
Headquarters

1" CAP Height
Headquart

1 1/2" CAP Height
Headq

2" CAP Height
Head

Figure D-1. Standard letter heights for helvetica regular.

Hea
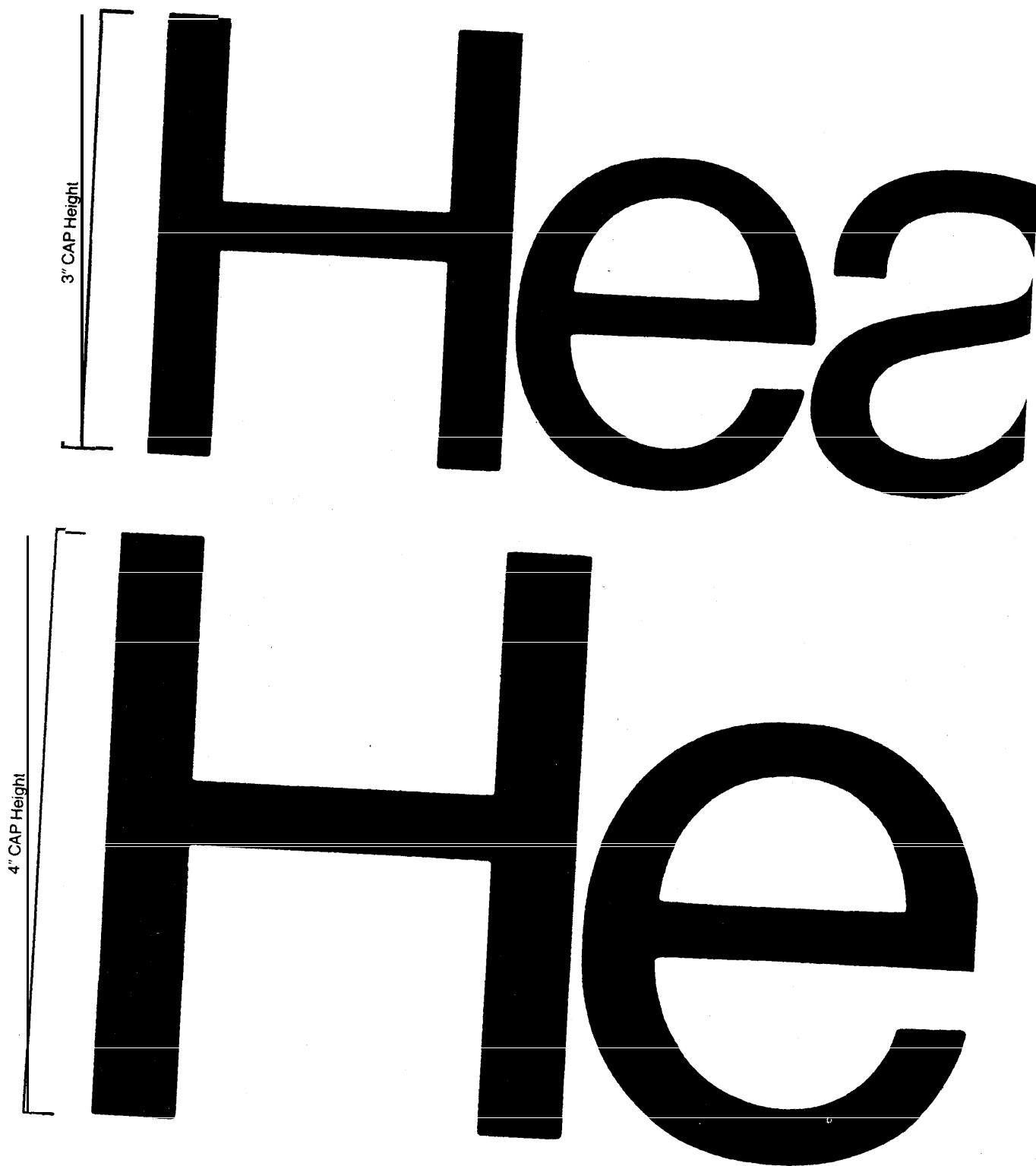
3" CAP Height

He

4" CAP Height

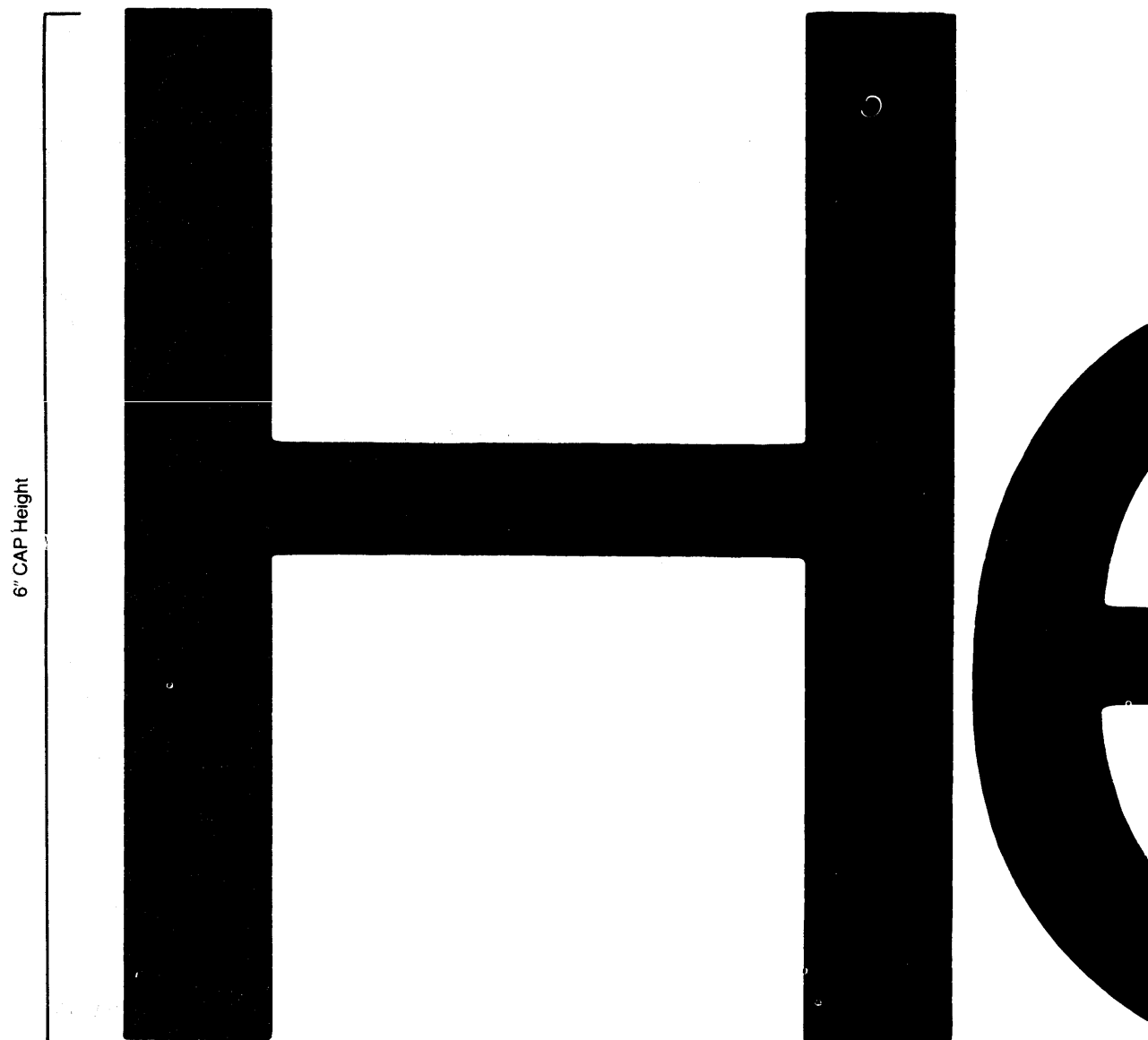*Figure D-2. Standard letter heights for helvetica regular.*

Figure D-3. Standard letter heights for helvetica regular.

APPENDIX E
REFERENCES

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Department of the Army

AR 310-50	Catalog of Abbreviations and Brevity Codes
AR 340-15	Preparing Correspondence
AR 380-20	Restricted Areas
AR 385-30	Safety Color Code Markings and Signs
AR 420-70	Buildings and Structures
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 840-1	Dept. of the Army Seal and Dept. of the Army Plaque
TM 5-838-2	Army Health Facility Design

U.S. Army Corps of Engineers

Publications available through USACE Publications Depot, 2803 52nd Avenue, Hyattsville, Maryland 20781

ER 1110-34%122	Interior Design
DG 11 10–3-122	Design Guide for Interiors

Department of Defense

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Federal Specifications (Fed. Spec.)

L-S-300C	Sheeting and Tape, Reflective: Nonexposed Lens

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Publication available through the Military Traffic Command, PO Box 6276, Newport News, Virginia 23606

Pamphlet 55-14	Traffic Engineering for Better Signs and Markings

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Federal Highway Administration

Publication available through the Superintendent of Documents, US Government Printing Office, Washington, DC 20402-1000

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Publications available through the Federal Highway Administration, 400 7th Street, SW, Washington, DC 20590

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PIN :   0 5 2 4 8 5 - 0 0 1

GLOSSARY

Ascender — The part of the lower case letter that extends above the body of the letter, as in: b, d, f, h, k, 1, t.

Body Copy — The major part of a message as distinguished from headings and sub-headings.

Cap Height — The height of a capital letter, as measured on a letter with a square top and bottom, such as E, M, N.

Characters —Individual letters, numerals and punctuation marks.

Copy — AU items on the sign face, as in: letters, arrows, symbols. Also known as message, wording, or legend.

Descender —The part of the lower case letter that extends below the body of the letter, as in: g, j, p, q, Y.

Flush – Type set with no indents, as in flush left, flush right.

Font — All the characters and spacing of one size of type, as in 10 point helvetica regular.

Lower case — Small letters, as in: a, b, c, d.

Margin - The space from the sign panel edge to the limit of the message area.

Message — see copy.

Message area — The area within the sign panel describing the limits of the message.

Message grid — T'he grid employed to establish uniform spacing of letters, words, and lines, both vertically and horizontally within the message area of the sign and panels.

Message Schedule — A sequentially numbered list of all signs in the system arranged in the order of encounter and containing all pertinent (coded) information such as, sign type, message(s), and quantity, cross-referenced to the sign schedule and sign location drawings (Master Plan).

Mount — The method of securing the sign in a fixed position.

Negative spacing — The overlap distance when one character crosses over another, as in: Tw, Ta, Aw, Av.

Pica — Typographic unit of measure which equals 12 points to a pica and 6 picas to an inch.

Point — Typographic unit of measurement for type sizes under one inch in height; approximately 1/72 inch or 1/12 pica.

Positive spacing — Distance greater than zero between the extreme right-hand edge of the initial character and the extreme left-hand edge of the subsequent character.

Rule — Lines of varying thickness used to separate typographic areas of a sign face.

Sans serif — Type style in which the individual letters have no serifs as in: helvetica medium, helvetica regular.

Serif — A cross-line finishing off a stroke of a letter.

Setback — The distance of a sign from the edge of a roadway, paved shoulder, or face of a curb.

Sign face — Surface on which message or copy is placed

Sign grid — The alignment guide for typographical elements on the sign face.

Sign location drawings — A set of site and/or floor plans on which a numbered sign location is superimposed.

Stroke — The stem and curves of a letter.

Type — A rectangular block typically of metal or wood bearing a relief character from which a print is made.

Typeface — The printing surface of type; the style of the character.

Type fami!y — A group of alphabets linked by style and generic characteristics, as in: helvetica.

Typography — T'he means whereby printed letters and sentences are arranged into a legible and aesthetic order.

Upper case – Caphal letters, as in: A, B, C, D.

weight—variations of letterform based on stroke width .

X-height — The height of the body of lower case letters exclusive of ascenders and descenders.

By Order of the Secretary of the Army:

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